



Agenda

Ordinary Meeting of Council
Tuesday, 24 January 2017

To be held in the
Council Chambers
1 Merrijig Drive, Torquay

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 COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY
ON TUESDAY 24 JANUARY 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 13 December 2016 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 January 2017 Project Budget Adjustments and Cash Reserve Transfers Report

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

Department: Finance

File No: F16/1381

Division: Governance & Infrastructure

Trim No: IC17/53

Appendix:

1. January 2017 Project Budget Adjustments and Cash Reserve Transfers Report (D17/2006)

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 approve the Project Budget Adjustments and Cash Reserve Transfers report for January 2017.

Summary

The Project Budget Adjustments and Cash Reserve Transfers report for January 2017 is attached.

Recommendation

That Council approve the Project Budget Adjustments and Cash Reserve Transfers listed in the January 2017 report:

1. Allocating grant funded project budgets (no cost to Council).
2. Transferring a net of \$76,000 to projects from the Accumulated Unallocated Cash Reserve.
3. Ratify the transfer of \$12,500 to projects from the Accumulated Unallocated Cash Reserve approved by the Chief Executive officer.
4. Transferring a net of \$134,628 to a project from the Developer Contribution Reserve.
5. Transferring a net of \$30,000 to a project from the Waste Reserve.

2.1 January 2017 Project Budget Adjustments and Cash Reserve Transfers Report

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 January 2017.

2.1 January 2017 Project Budget Adjustments and Cash Reserve Transfers Report

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

January 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 \$
New	Torquay Lions/Rotary Storage Shed (income)	Contribution received from Torquay Lions and Rotary Clubs to cover cost of materials and services for the project. Council is supporting the project with project management costs (\$9750) via the Community Project Management Support Fund.	-	(39,600)	39,600
New	Torquay Lions/Rotary Storage Shed	Project delivery costs. Council is supporting the project with project management costs (\$9750) via the Community Project Management Support Fund.	-	39,600	(39,600)
New	Bus Bay and Road Widening - Strathmore Drive, Jan Juc (income)	Grant confirmed by Public Transport Victoria and Dept of Economic Development, Jobs, Transport and Resources for a new bus bay.	-	(60,000)	60,000
New	Bus Bay and Road Widening - Strathmore Drive, Jan Juc	Grant funded project delivery costs for a new bus bay.	20,000	80,000	(60,000)
8648	Council Systems Improvements	Council Systems Improvements funds to be used for solar improvement	82,000	5,889	76,111
8650	Solar Improvement - Civic Centre	Rename Project to 'Solar Improvement Program' and change scope to include solar installation on Council Buildings.	60,000	136,111	(76,111)
New	Bus Bay and Road Widening - Surf Coast Secondary College	Grant funded project delivery costs for a new bus bay.	-	60,000	(60,000)
New	Bus Bay and Road Widening - Surf Coast Secondary College (income)	Grant confirmed by Public Transport Victoria and Dept of Economic Development, Jobs, Transport and Resources for a new bus bay.	-	(60,000)	60,000
Grand Total			162,000	162,000	-

Funds Movement >\$5,000

Accumulated Unallocated Cash Reserve

Account	Project Name	Comment	Project Budget \$	Project Cost \$	Variation \$
1205.8616	Development of the Council Plan 2017-2021	Quotation process completed. Additional funds required to deliver full project scope.	37,000	72,000	(35,000)
New	Bus Bay and Road Widening - Strathmore Drive, Jan Juc	Contribution required by Council for design costs and project management of \$15K in accordance with grant funding agreement (as per project in "No Cost to Council" section above).	0	20,000	(20,000)
New	Bus Bay and Road Widening - Surf Coast Secondary College	Contribution required by Council for design costs and project management of \$15K in accordance with grant funding agreement (as per project in "No Cost to Council" section above).	0	15,000	(15,000)
New	Cadel Evans Road Race - Welcome Elite Women Event	Support elite women welcome event as part of the Cadel Evans race.	0	6,000	(6,000)
Grand Total			37,000	113,000	(76,000)

Ratification of CEO Authorised transfers >\$5,000

Accumulated Unallocated Cash Reserve

Account	Project Name	Comment	Project Budget \$	Project Cost \$	Variation \$
9389	Office Furniture	Office furniture for Council approved staff positions.	20,000	32,500	(12,500)
8648	Council Systems Improvements	Direct business case project funding to implementation of new planning system to enable works planned for 2017/18 to be delivered this year.	132,000	82,000	50,000
8649	New Planning System Efficiency Improvements	Direct business case project funding to implementation of new planning system to enable works planned for 2017/18 to be delivered this year.	151,215	201,215	(50,000)
Grand Total			303,215	315,715	(12,500)

Funds Movement >\$5,000

Developer Contribution Reserve

Account	Project Name	Comment	Project Budget \$	Project Cost \$	Variation \$
9536	Horseshoe Bend Road Roundabout	Additional expenditure budget required to deliver DCP commitment based on recent tender process.	750,372	885,000	(134,628)
Grand Total			750,372	885,000	(134,628)

Funds Movement >\$5,000

Waste Reserve

Account	Project Name	Comment	Project Budget \$	Project Cost \$	Variation \$
New	Anglesea Landfill Future Use Options	This review will refresh the 2012 study, identify and thoroughly analyse the future options for the landfill, pinpoint the optimum time to close the facility, and recommend a forward plan that will deliver best value to the community.	0	30,000	(30,000)
Grand Total			0	30,000	(30,000)

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
<i>Closing Balance Approved Movements</i>	<u>2,327,978</u>
Proposed movements January Report	(88,500)
<i>Proposed closing balance</i>	<u>2,239,478</u>

2.2 Place Naming Request - Jan Juc Shopping Centre and Bellbrae Oval

Author's Title: Manager Engineering Services

General Manager: Anne Howard

Department: Engineering Services

File No: F16/82

Division: Governance & Infrastructure

Trim No: IC16/1321

Appendix:

1. Jan Juc Revitalisation - Trader support for name change (D17/2169)

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 rename Jan Juc Shopping Centre as “Jan Juc Village” and name the oval at Bellbrae reserve as “Mary K Bell Oval.”

Summary

Council recently received the following two naming requests:

Jan Juc Village

Jan Juc traders have approached Council requesting the Jan Juc shopping precinct be renamed to “Jan Juc Village.” All traders have signed an agreement which supports the name change, and also agrees to pay for the cost of installation of new directional signage.

Naming of the oval at Bellbrae reserve as “Mary K Bell Oval.”

The original owner of the land before the reserve was created was Mary K Bell. Council has received a request from Christine Barr to rename the oval as “Mary K Bell oval” in recognition of Mary Bell who originally owned the land the reserve was created on.

Recommendation

That Council:

1. Issue a public notice and invite submissions in accordance with Section 223 of the Local Government Act on the two proposed naming requests.
2. Write to all Jan Juc traders advising of proposed renaming and invite submissions.
3. Write to property owners abutting the Bellbrae reserve and users of the reserve advising of the proposed renaming and invite submissions.

2.2 Place Naming Request - Jan Juc Shopping Centre and Bellbrae Oval

Report

Background

Council recently received the following two naming requests:

Jan Juc Village

Jan Juc traders have approached Council requesting the Jan Juc shopping precinct be renamed to "Jan Juc Village." All traders have signed an agreement which supports the name change, and also agrees to pay for the cost of installation of new directional signage.

Naming of the oval at Bellbrae reserve as "Mary K Bell Oval."

The original owner of the land before the reserve was created was Mary K Bell. Council has received a request from Christine Barr to rename the oval as "Mary K Bell oval" in recognition of Mary Bell who originally owned the land the reserve was created on.

Discussion

Jan Juc Village

During recent consultation with Jan Juc Traders, a request was received to rename the precinct as "Jan Juc Village." Council supports the renaming, and as such wishes to commence formal consultation with traders and the Jan Juc community by placing a public notice in local papers inviting submissions under Section 223 of the Local Government Act.

Nine Jan Juc Traders have signed an agreement which indicates support for the name change. Eight of these traders have also indicated support of funding installation of the new signage.

Naming of the oval at Bellbrae reserve as "Mary K Bell Oval."

Surf Coast Shire Heritage Study Stage 2B, July 2009:

Addiscot Homestead, 140 Bells Road, Bells Beach, has historical significance at a local level for its associations with John Calvert Bell (1861-1937), whose ownership of the property from 1905 witnessed its further development as a sheep grazing property and the construction of the surviving portion of the timber Late Victorian styled dwelling. Bell's contribution to farming and community life, including his term as Barrabool Shire Councillor between 1897 and 1901 prior to taking up Addiscot, appears to have been the basis for the change in the name of Jan Juc to Bellbrae in 1922. It was through a naming competition held by the Barrabool Shire where the name was selected, indicating the community's respect for J.C. Bell, then long term resident of Addiscot. J.C. Bell and family also have early and long term associations with the coastal reserve now known as Bells Beach. The Addiscot property originally fronted onto Bells Beach, with the narrow foreshore reserve privately leased to J.C. Bell as part of his Addiscot property from 1905 until soon after his death in 1940-41. The beach was the location for family seaside recreation in the early 20th century. Compulsory acquisition of further land from J.C. Bell's daughter, Mary K.A. Bell, in 1970 and 1971 brought about the reservation of the Bells Beach land as a National Park, with road access having been established since 1966, a year after the first annual Easter surf competition that was to become internationally renowned. Although there is debate as to whether the name of Bells Beach originates from William Bell (first Crown land purchaser of the Addiscot land) or from J.C. Bell and family, it was the latter family that have long term associations with the coastal reserve as part of their sheep grazing property and as their private beach until 1937.

Mary Kathleen Alexander (Girly) Bell was born on 16 May 1894. She died in Geelong on 13 March 1978 and is buried beside John Wilson Bell at Mount Duneed Cemetery. She had lived at Addiscot with her father and later lived alone in a cottage nearby.

Financial Implications

There will be a minor cost for placement of the public notice and administrating the process.

Council Plan

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.

2.2 Place Naming Request - Jan Juc Shopping Centre and Bellbrae Oval

Policy/Legal Implications

The proposed names comply with relevant sections of the Geographic Place Names Guidelines developed under the Geographic Place Names Act. The naming proposals also comply with Council's Place Naming policy.

Officer Direct or Indirect Interest

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

Risk Assessment

Once formal registration or amendment of a location has occurred, Emergency Services will be advised of any changes. This minimises risk to the community in the event of an emergency.

Social Considerations

The community should have input into proposed naming of features and locations and this process provides that opportunity.

Community Engagement

Where the naming of features or renaming of roads is proposed, Council considers it important to consult with the community and provide an opportunity for input. Council is also required to invite submissions under Section 223 of the Local Government Act.

Environmental Implications

Not applicable.

Communication

Communication will occur through a public notice process and informing community members who may be directly affected by such a change.

Conclusion

That Council call for submissions for the two naming proposals of Jan Juc Village and the oval at Bellbrae reserve as "Mary K Bell Oval."

2.2 Place Naming Request - Jan Juc Shopping Centre and Bellbrae Oval

APPENDIX 1 JAN JUC REVITALISATION - TRADER SUPPORT FOR NAME CHANGE

Jan Juc Revitalisation project

During the Trader consultation, it was agreed that this precinct should be renamed the
"Jan Juc Village".

In order for this process to take place we need to have the feature name gazetted and registered in the VICNAMES AND Vicmap. The reason this needs to take place is because at present that reserve in the middle of the Juc shops is named Stuart reserve and it is important for essential services like police, ambulance and mapping coordinates are aware of any name changes.

The Shire then has a process under a place naming committee that any name changes including new street names are adopted by Council.

Surf Coast Shire needs a formal request from the Traders that you would like us to commence the process of the name change for this shopping precinct.

The Shire offices will then write a report to Council requesting adopting the new Jan Juc Village name (the name village is consistent with other shopping precincts in Torquay) and if approved we will begin the process with the VICNAMES and Vicmap. They have told us this can take up to 6 months. Once we get the go ahead, as a group you can request a number of new signs. One on Bells Blvd coming from Bells Beach pointing to Sunset Strip to Jan Juc Village (with klm distance), a new sign at the corner of Sunset Strip and Ocean Blvd heading traffic up to the precinct, and a new sign at the roundabout at the bottom of Duffields, Sunset Strip and Ocean Blvd intersection pointing up Ocean Blvd to the precinct.

These signs will be at the cost of the Traders. I am getting quotes but approx. \$50 - \$80 each should cover manufacture and installation of all three signs.

Each sign to be manufactured will be consistent with the new VicRoads signage policy. As the sign on Bells Blvd is under the approvals of VicRoads, Council has already got their in principle support.

Please sign the request form if you agree with this direction and wish to proceed with signage.

Rough example only,





> \$100

Business Name	Date	Agree to name change	Agree to cost of sign	Signature
	13/10/16	✓	✓	
	13/10/16	✓	✓	
	13/10/16	✓	✓	
	13/10/16	✓	✓	
	8/11/16	✓	✓	
	8/11/2016	✓	✓	
	4-11-16	✓	✓	
	8-11-16	✓	✓	
8/11	✓	X		

2.3 Audit and Risk Committee Charter

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F17/145

Division: Governance & Infrastructure

Trim No: IC16/1367

Appendix:

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

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to consider an amended Audit and Risk Committee Charter as recommended by the Audit and Risk Committee.

Summary

The Audit and Risk Committee Charter was adopted by Council at a Council Meeting held on 8 December 2015. The Audit and Risk Committee reviewed the Charter at their meeting on 29 November 2016 and subsequently provide the revised Charter for Council's consideration and formal adoption.

The key suggested changes are:

- as recommended by VAGO, the Audit Committee will make the final decision on potential conflicts of interest in relation to outsourced internal audit providers who perform other consultancy work for Council
- the maximum appointment term for independent representatives should not exceed eight years
- the Charter has been more closely aligned with the 2016/17 Audit and Risk Committee Work Plan
- item 9.1.7 relating to the independence of the external auditor has been removed as this is not relevant.

Recommendation

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

2.3 Audit and Risk Committee Charter

Report

Background

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

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

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

In accordance with the review cycle of the Audit Committee Charter, the Audit and Risk Committee discussed the Charter at their meeting on 29 November 2016.

The recent VAGO report relating to Audit Committee governance provided recommendations for Audit Committees to consider which has helped to guide this process. The main points are summarised below:

Recommendation	Response
Ensure an appropriate mix of skills and experience needed for audit committee membership and to identify any gaps.	Skills and experience required outlined in Charter. Skills matrix of current members developed by VAGO.
Ensure that annual work programs cover each audit committee charter responsibility.	Charter has been updated to align with the 16/17 Audit and Risk Committee Work Plan.
Work with the audit committee to better define, or refine, the committee's information needs, including whether reported information is reliable and understandable.	Recent improvements to risk reporting and format of other reports were agreed in the last 12 months.
Align audit committee meeting materials and agendas with priority areas.	Committee work plan identifies key areas and emerging items are added as needed. More strategic focus in relation to risk management.
Conduct formal reviews of the performance and independence of independent audit committee members before reappointing them for additional terms	Reviews of performance as a Committee completed.
Consider offering continuing education that addresses topics relevant to the audit committee's needs.	No formal education program although induction program completed and subject matter experts invited to meetings to discuss particular topics of interest.
Work with the audit committee to evaluate whether it has the capacity to fully acquit its obligations under the charter, or whether there is a need to review its role, structure and/or operational arrangements.	Regular review of Charter.
Ensure that the risk oversight responsibilities of the audit committee are clear and that its role is supported by consistent risk reporting.	Risk reporting streamlined and in accordance with internal audit and Audit and Risk Committee requirements.
Consider whether audit committee minutes should include relevant elements of the committee's discussion to transparently demonstrate the committee's performance.	Brief discussion points now included in minutes which are published in the Council agenda.

2.3 Audit and Risk Committee Charter

Recommendation	Response
Ensure that the audit committee approves final internal audit scopes.	Audit scopes forwarded to Audit and Risk Committee for final approval.
Develop and implement a process where the audit committee makes the final decision on potential conflicts of interest for outsourced internal audit providers who perform other consultancy work for the agency.	No such procedures in place at present. Added to the Charter as part of this review.
Ensure that the audit committee has a formal process to review the performance of the internal audit function and report the results to the head of the agency.	Annual surveys are completed and results provided to CEO within the agenda.
Ensure that the audit committee continues to monitor all audit actions, even if they fall outside the scope of financial management, performance and sustainability.	All audit actions are included in the 'Issues and Actions' report that is provided to the committee.
Have the audit committee require internal auditors to conduct periodic testing of whether audit actions reported as completed by management have been effectively implemented.	This was completed last year and more recently for previous audits.
Have the audit committee require the internal audit function to undertake periodic assessments of a sample of closed audit actions to ensure that underlying issues have been effectively resolved - these should be selected in a risk-based manner.	This was completed last year and more recently for previous audits.

Discussion

The Charter was considered by the Audit and Risk Committee in November 2016 with the VAGO recommendations in mind. In general the Charter covers the items outlined above and minimal change appears to be required other than the following suggestions which are included in the amended version at Appendix 1:

- as recommended by VAGO, the Audit Committee would make the final decision on potential conflicts of interest in relation to outsourced internal audit providers who perform other consultancy work for Council
- the maximum appointment term for independent representatives should not exceed eight years
- the Charter has been more closely aligned with the 2016/17 Audit and Risk Committee Work Plan
- item 9.1.7 relating to the independence of the external auditor has been removed.

Financial Implications

Not applicable.

Council Plan

Theme 2 Governance
 Objective 2.4 Transparency in decision making and access to information
 Strategy Nil

Policy/Legal Implications

Aligns with the requirements of the Charter.

Officer Direct or Indirect Interest

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

2.3 Audit and Risk Committee Charter

Risk Assessment

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

Social Considerations

Not applicable.

Community Engagement

Not applicable.

Environmental Implications

Not applicable.

Communication

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

Conclusion

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

2.3 Audit and Risk Committee Charter

APPENDIX 1 AUDIT AND RISK COMMITTEE CHARTER - JANUARY 2017



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

1. Background

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

2. Objectives

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

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

3. Legal Status

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

4. Membership

The Audit & Risk Committee will consist of:

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

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

5. Appointment of Independent Representatives

5.1. Independent Members

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

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

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

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

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

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

5.2. Selection of Independent Representatives

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

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

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

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

5.3. Rotation of Independent Representatives

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

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

6. Appointment of Chair Person

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

7. Quorum

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

8. Meetings

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

9. Responsibilities

9.1. External Audit

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

9.2. Internal Audit

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

9.3. Internal Control

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

9.4. Accounting and Investment Policies

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

9.5. Risk Management

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

9.6. Financial Reporting

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

9.7. Compliance

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

9.8. Fraud

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

9.9. Reporting

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

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

9.10. Other

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

10. Remuneration

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

11. Confidentiality

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

12. Removal of a Member

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

2.4 Audit and Risk Committee Membership and Chair

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F16/288

Division: Governance & Infrastructure

Trim No: IC16/1370

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 approve the appointment of two Audit and Risk Committee independent members, the Chair of the Committee and remuneration levels for independent members.

Summary

Independent Audit Committee members Brian Keane and Melissa Field's appointments expire on 31 January 2017, with both having served terms of four years. Additionally Brian Keane's appointment as Chair will lapse on 31 January 2017 therefore a Chair will need to be appointed.

The Audit and Risk Committee Charter states that 'Appointment of independent representatives shall be made by Council by way of a public advertisement and be for a maximum term of four years'. In accordance with this requirement Council asked for expressions of interest for the two independent member vacancies.

Applications were assessed against the criteria described in the Charter at point 5.2. by a Panel made up of Councillor Margot Smith, Councillor Clive Goldsworthy and General Manager Governance and Infrastructure, Anne Howard.

Fifteen applications were received with three applicants being interviewed. Brian Keane and Melissa Field were assessed by the Panel as being the most suitable candidates for the role and it is therefore recommended that they be appointed for a term of three years, commencing on 1 February 2017.

It is further recommended that Brian Keane be reappointed as Chair of the Audit and Risk Committee for a period of two years from 1 February 2017.

The subject of Audit Committee fees was also raised by the Committee during their self-assessment process in September 2016. Consequently benchmarking against similar Councils was conducted. It is therefore recommended that the fees for independent members be increased from \$500 per session to \$550 with the Chair's remuneration being increased to \$600 to recognise the extra responsibility involved. (Figures are ex GST).

Recommendation

That Council:

1. Approve the appointments of Brian Keane and Melissa Field as independent Audit and Risk Committee members for the period 1 February 2017 to 31 January 2020.
2. Approve the appointment of Brian Keane as Chair of the Audit and Risk Committee for the period 1 February 2017 to 31 January 2019.
3. Approve the increase in fees for independent members to \$550 (ex GST) per session and the Chair's remuneration to \$600 (ex GST) per session, with effect from 1 February 2017.

2.4 Audit and Risk Committee Membership and Chair

Report

Background

Independent Audit Committee members Brian Keane and Melissa Field's appointments expire on 31 January 2017, with both having served a term of four years. Additionally Brian Keane's appointment as Chair will lapse on 31 January 2017 and a Chair now needs to be appointed by Council.

The Audit and Risk Committee Charter states that 'Appointment of independent representatives shall be made by Council by way of a public advertisement and be for a maximum term of four years'. In accordance with this requirement Council ran a recruitment process for the two independent member vacancies.

The Charter mandates that a selection panel will be convened that includes the CEO (or delegate) and the two Councillor representatives.

Discussion

Council received 15 responses to the expressions of interest advertisement which was placed in the local newspapers and on Council's website.

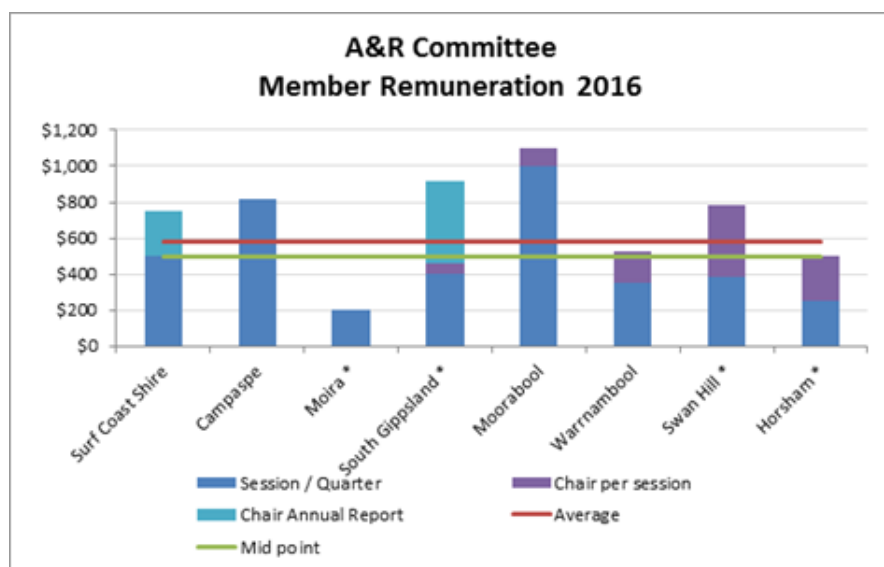
A Panel consisting of Councillor Margot Smith, Councillor Clive Goldsworthy and General Manager Governance and Infrastructure, Anne Howard, was convened. The applications were formally assessed against the criteria listed in the Audit and Risk Committee Charter as follows:

- senior business or financial management/reporting knowledge and experience
- high levels of financial literacy
- knowledge of Council's operations and the environment in which it operates
- strong communication skills
- high levels of personal integrity and ethics.

As a result of this shortlisting process it was decided that three applicants should be interviewed. Following interviews in December and January, Brian Keane and Melissa Field were assessed by the Panel as being the most suitable candidates for the role based on an assessment against the selection criteria. It is therefore recommended that they are appointed for a term of three years commencing on 1 February 2017.

It is further recommended that Brian Keane be reappointed as Chair of the Audit and Risk Committee for a period of two years from 1 February 2017.

The subject of Audit Committee fees was also raised by the Committee during their self-assessment process in September 2016. Consequently benchmarking of fees against similar Councils was conducted as shown in the graph below.



In light of the information above, and the fact that the fees have not been increased for a number of years, it is recommended that the fees for independent members is increased from \$500 per session to \$550 (ex GST) with the Chair's remuneration being increased to \$600 (ex GST) per session to recognise the extra responsibility involved.

2.4 Audit and Risk Committee Membership and Chair

Financial Implications

The additional costs would be financed from the Governance and Risk operational budget allocation.

Council Plan

Theme 2 Governance
Objective 2.4 Transparency in decision making and access to information
Strategy Nil

Policy/Legal Implications

This report aligns with the Audit and Risk Committee's Charter.

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

The candidates would be offered the roles as soon as possible and the recommendation can be made public as soon as this has been completed.

Conclusion

It is recommended that Council approve the appointment of two Audit and Risk Committee independent members, the Chair of the Committee and remuneration levels for independent members as stated in this report.

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

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F15/1076

Division: Governance & Infrastructure

Trim No: IC16/1276

Appendix:

1. Instrument of Authorisation and Appointment - Planning and Environment Act 1987 (D17/7288)

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 updated instrument of authorisation and appointment for Council's endorsement, as required under the *Planning & Environment Act 1987*, following the recruitment of Ben O'Regan to the role of Principal Investigations Officer.

Summary

The majority of appointments of authorised officers can be made by the Chief Executive Officer under section 224 of the *Local Government Act 1989*, in reliance of Council's delegation dated 26 July 2016. However the appointment of authorised officers under the Planning and Environment Act 1987 cannot be delegated and must be made by resolution of Council.

The attached instrument of authorisation and appointment has been reviewed and updated following the appointment of Principal Investigations Officer, Ben O'Regan and Planners, Maya Dougherty and Bianca Wilkin.

Accordingly the updated instrument of appointment and authorisation under the Planning and Environment Act 1987 is attached for Council's endorsement.

Recommendation

That Council:

In the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the legislation referred to in the attached instrument of appointment and authorisation ('the instrument'), resolve that:

1. The members of Council staff referred to in the instrument be appointed and authorised as set out in the instrument.
2. The instrument comes into force immediately upon execution and remains in force until Council determines to vary or revoke it.
3. The instrument be sealed under the Chief Executive Officer's signature in accordance with Local Law No. 2 Council Meeting Procedures and Common Seal.

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

Report

Background

The majority of appointments and authorisations can be made by the Chief Executive Officer under section 224 of the *Local Government Act 1989*, in reliance of Council's delegation to the CEO dated 26 July 2016. Section 188(2)(c) of the *Planning and Environment Act 1987* prohibits delegation by Council of the power to appoint authorised officers under that Act. The appointment of authorised officers under that Act must therefore be by way of Council resolution.

Discussion

Planning and Local Laws officers require authorisation to act under the *Planning and Environment Act 1987* to enter sites, gather evidence or serve legal notices etc if required, as appropriate to their level of experience and qualifications.

The attached instrument of authorisation and appointment has been reviewed and updated following the recruitment of Principal Investigations Officer, Ben O'Regan and Planners, Maya Dougherty and Bianca Wilkin.

The specific authorisations provided through this instrument include:

1. under section 147(4) of the *Planning and Environment Act 1987* – appointment as an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorisation generally to institute proceedings for offences against the Act and/or any regulations.

Appointment of authorised officers is essential for Planning and Local Laws staff to be able to carry out their enforcement duties.

Financial Implications

Not applicable.

Council Plan

Theme 2 Governance
Objective 2.4 Transparency in decision making and access to information
Strategy Nil

Policy/Legal Implications

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

Officer Direct or Indirect Interest

There are no conflicts of interest associated with this report.

Risk Assessment

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

Social Considerations

Not applicable.

Community Engagement

Not applicable.

Environmental Implications

Not applicable.

Communication

The relevant parties will be notified and the Public Register of Authorised Officers updated.

Conclusion

By authorising the relevant officers to act under the *Planning and Environment Act 1987* Council will ensure they have the required authority to carry out their roles within legislated requirements.

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

APPENDIX 1 INSTRUMENT OF AUTHORISATION AND APPOINTMENT - PLANNING AND ENVIRONMENT ACT 1987



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

In this instrument "officers" means -

William Cathcart
Ben Schmied
Michelle Watt
Maggie Juniper
Roger Curnow
Jennifer Davidson
Carol Mitchell
Sarah Smith
Cameron Hayes
Michelle Warren
Karen Hose
Jorgen Peeters
Sally Conway
Cletus Kweifio-Okai
Barbara Noelker
Claire Cowan
Andrew Hewitt
Karen Campbell
Maya Dougherty
Bianca Wilkin
Marianne Gibson
Shaun Barling
Jozo Majic
Robert Pitcher
Trevor Doueal
Tony Rolfs
John Bauer
Luke Shanhun
Wayne Sandars
Ben O'Regan

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

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officers generally to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Surf Coast Shire Council on 24 January 2017.

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:)

Witness

Date:

2.6 Oath of Office

Author's Title: Team Leader Governance
Department: Governance & Risk
Division: Governance & Infrastructure

General Manager: Anne Howard
File No: F15/1458
Trim No: IC17/27

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 for Council to note that the amended Oath of Office was taken on 16 December 2016 by all Councillors, following additional wording advised by the Department of Environment Land, Water & Planning (DELWP).

Summary

As required under section 63 of the Local Government Act the Oath of Office was originally taken within 3 months of being declared elected by all Councillors and witnessed by the Chief Executive Officer on 3 November 2016.

On 23 November 2016 updated wording was advised by DELWP and accordingly Councillors have now taken the updated Oath of Office either through an oath or affirmation.

Section 63(2)(c) requires that the Oath of Office must be recorded in the minutes of Council and accordingly the proceedings are noted within this report.

Additionally, for the avoidance of doubt, this report provides an opportunity to ratify all decisions made by Council at Special and Ordinary meetings since 3 November 2016.

Recommendation

That Council

1. Note that the Oath of Office was taken by all Councillors before the Chief Executive Officer on 3 November 2016.
2. Note that an amended oath of Office was taken by all Councillors before the Chief Executive Officer on 16 December 2016.
3. Ratify all decisions made by Surf Coast Shire Council at all Ordinary and Special Council meetings held between 3 November 2016 and 16 December 2016, specifically the Special meeting on 8 November 2016, Ordinary meeting on 22 November 2016 and Ordinary meeting on 13 December 2016.

2.6 Oath of Office

Report

Background

Oath of Office was originally taken on 3 November 2016 within 3 months of Councillors being declared elected and was noted in the minutes at the Special Council meeting held on 8 November 2016 as set out in section 63 of the Local Government Act 1989. The following wording was used:

'I, Cr _____, will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Surf Coast Shire and faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1989 or any other Act to the best of my skill and judgment'.

Discussion

On the 23 November 2016 DELWP provided updated wording in their publication *DELWP Guidelines on Oaths and Declarations for Councils*.

Councillors could choose an Oath or Affirmation using the appropriate wording as follows:

Either

'I, Cr _____, solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Surf Coast Shire and faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1989 or any other Act to the best of my skill and judgment'.

Or

'I, Cr _____, swear by almighty God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Surf Coast Shire and faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1989 or any other Act to the best of my skill and judgment'.

Accordingly Councillors have now taken the Oath using the updated wording and, in accordance with the legislation, this needs to be recorded in the minutes of Council.

For the avoidance of doubt, this report also provides an opportunity to ratify all decisions made by Council at Special and Ordinary meetings since 3 November 2016. Specifically this includes the Special meeting on 8 November 2016, Ordinary meetings on 22 November 2016 and 13 December 2016.

Financial Implications

Not applicable.

Council Plan

Theme 2 Governance
Objective 2.4 Transparency in decision making and access to information
Strategy Nil

Policy/Legal Implications

Section 63 of the Local Government Act 1989 outlines the process for Councillors taking the Oath of Office.

Officer Direct or Indirect Interest

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

Risk Assessment

Not applicable.

Social Considerations

Not applicable.

Community Engagement

Not applicable.

2.6 Oath of Office

Environmental Implications

Not applicable.

Communication

This information will be recorded in the Council minutes for the meeting held on 24 January 2017.

Conclusion

That Council note the amended Oath of Office was taken by all Councillors on 16 December 2016 and ratify all decisions taken by the Council between 3 November and 16 December 2016.

3. ENVIRONMENT & DEVELOPMENT

3.1 Signature Event Request - Aireys Inlet Open Mic Festival

Author's Title: Manager Economic Development & Tourism

General Manager: Phil Rowland

Department: Economic Development & Tourism

File No: F16/910

Division: Environment & Development

Trim No: IC16/1355

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to consider a \$20,000 funding request for the Aireys Open Mic Festival under Council's Event Grants Program.

Summary

The Aireys Open Mic Festival (OMF) was first held in 2007 attracting approximately 500 people. It is the only multi-day open mic festival in Australia.

It has grown to attract over 5,000 attendees with 140 musical acts across 9 stages and injects an estimated \$1.5 million into the local economy. Potentially more significant is the contribution the OMF has made to the social and cultural fabric of Aireys Inlet through the development of a music program that has provided a pathway for several young people to perform at some of the largest music festivals in Australia.

In 2017 the Aireys Open Mic Festival will celebrate its 10 birthday. To assist in the delivery of this significant milestone and to set a platform for future growth, a funding contribution of \$20,000 over two years is sought through the Signature category of the Event Grants Program.

Recommendation

That Council:

1. Commit to funding the Aireys Open Mic Festival for an amount of \$20,000 over a two year period for the 2017 & 2018 events.
2. Allocate \$10,000 funding to the 2017 Aireys Open Mic Festival event from the 2016-17 Signature category of the Event Grants Program budget.
3. Pre-allocate \$10,000 funding to the 2018 Aireys Open Mic Festival event from the 2017-18 Signature category of the Event Grants Program budget.
4. Note that a funding agreement will be entered into with the Aireys Open Mic Festival for a commitment of \$20,000 over 2 years for the 2017 and 2018 events, including a requirement to submit an event acquittal report following the 2017 event for assessment by Council officers prior to release of funding for the 2018 event.

3.1 Signature Event Request - Aireys Inlet Open Mic Festival

Report

Background

The first Aireys Open Mic Festival (OMF) took place in March 2007 with 3 stages and 40 acts attracting an audience of approximately 500, mainly local people.

The initial event concept developed from a desire to provide local young people in particular a social outlet other than surfing. Music lessons were offered and the OMF would provide the end goal and incentive for people of all abilities to perform in front of a live audience each year.

Since this time the OMF has developed into a multi-day event staged over 9 venues involving 140 acts and attracting over 5,000 people. The popularity of the event now sees artists come from across Australia, however importantly still enables local talent of all abilities the opportunity to perform. The OMF culminates on Sunday night with a key note special mystery guest (of typically national or international recognition) performing to an audience of over 2,000 people.

The OMF's annual budget is approximately \$48,000 and reflects the organiser's ability to secure high class outcomes at relatively low cost, with significant volunteer time and resources dedicated towards the event.

Staged on a historically 'dead' weekend in March the OMF has strong social, cultural and connections to Aireys Inlet as well as delivering significant economic outcomes. The event itself involves several local venues including the Aireys Pub (two stages), Willows Tea House, Truffles, Mr T & Me, Eagle Nest Gallery, The Captain of Aireys and two marquees in the lower shops in front of Great Ocean Properties and Skinny Legs Café maximising its benefit for business.

This integration with the community forms a key part to the success of the event which has included playing a major role in the development of a music and literature culture, particularly with young people. In many cases groups established as a result of the OMF vision have gone on to perform at State level Battle of the Bands contests as well as performing at events such as The Big Day Out.

Discussion

An opportunity exists to assist the OMF to grow and remain a vital component of the Aireys Inlet event calendar.

The future growth of the OMF is reliant on a platform of stability as well as stronger marketing into the Melbourne region to increase the overall beneficial impact for Aireys Inlet businesses.

OMF Goals

The core objectives of Aireys Inlet Open Mic Festival are to:

- provide the Aireys Inlet and Surf Coast community with the opportunity to experience and be involved in live music
- attract visitors from within the Shire, Melbourne and Victoria, generating tourism and economic benefits for Aireys Inlet and the surrounding areas during a low visitation period
- develop the music culture of the community, particularly with young people.

Two Year Funding Request

To assist in achieving longer term sustainability the OMF is seeking to secure a two year funding agreement under the Signature category of Council's Event Grant Program.

A two year funding agreement with Council will provide financial certainty and enable resource efficiency in the lead up to each event. The funding will assist in making the 10 year celebration of the OMF a success through stronger marketing to the Melbourne market and securing a profile 'mystery guest'.

The funding sought totals \$20,000 over two years with a \$10,000 allocation to the 2017 and 2018 events.

To qualify for funding the OMF needs to display it is an event which achieves national exposure and significant economic benefits for Aireys Inlet / Surf Coast Shire as well as providing major social and cultural outcomes.

3.1 Signature Event Request - Aireys Inlet Open Mic Festival

Economic

The OMF attracts visitors to Aireys on a historically quiet weekend providing a significant boost to the economy and lengthening the shoulder season. The event is specifically timed to avoid the long weekend in March and Easter to maximise its benefit. The success of the festival has resulted in the weekend it is staged being recognised as the third busiest weekend in Aireys Inlet behind only Christmas and Easter.

The OMF currently attracts over 5,000 attendees with a survey of approximately 200 attendees revealing visitor origin in the table below. Approximately 65% of attendees come from outside of the Surf Coast area. Over 80 Victorian suburbs (mainly Melbourne) are represented in post code data. International attendees include people from New Zealand, China, UK and Canada.

Origin of visitors	Percentage (%) of visitors*
Surf Coast region	35%
Geelong region	9%
Other areas of Victoria	3%
Melbourne Metro + suburbs	48%
Interstate	1%
International	4%
Total	100

*Figures may not equate exactly due to rounding

The survey also revealed an average expenditure of \$466 per person (2015 OMF) which can be summarised as follows:

- \$153 over the weekend on food, drinks and other items
- \$313 on accommodation

An analysis of accommodation data through local real estate agencies reveals accommodation levels increased markedly over the weekend the OMF is staged. This is reflected by survey data which indicates that 44 percent of 'non locals' stayed spent two nights in the area (Aireys Inlet, Fairhaven or Anglesea), 23 percent stayed one night and 33 per cent were day trips.

Taking this into account the economic impact can be calculated as follows:

- number of visitors attending from outside Surf Coast Shire = 3,250
- average per person expenditure = \$466
- economic benefit is therefore 3,250 * \$466 = \$1,514,500

A strong tangible example of job creation is illustrated by the Aireys Pub which employs 30 staff on the weekend of the OMF. Normally the Aireys Pub would only employ 10 staff for a 'normal' off peak weekend.

The OMF also generates interest in major publications such as The Age and Forte and enjoyed good radio promotion. The commentary provides Aireys Inlet with national exposure as a music and arts loving destination.

Social

A key outcome from staging the OMF is increased community involvement and participation, particularly from the youth market in music. The festival is free to all participants increasing maximum involvement from all sectors of the community. In terms of audience, the OMF is not a ticketed event (payment is by donation). This low cost for audience further enhances the ability for people of all ages to attend and ensures entry price is not a barrier to participation.

The social component of the OMF is reflected with the average travel party size being 6.5 people and importantly many attendees come in family groups and social groups. The OMF appeals to a wide ranging audience with those aged 46 – 65 the most common. The disbursement of age is identified below:

Under 18 years	7%
19- 25 years	7%
26- 35 years	6%
36- 45 years	17%
46- 55 years	26%
56- 65 years	25%
66 years +	8%
Did not specify	4%

3.1 Signature Event Request - Aireys Inlet Open Mic Festival

The OMF generates significant volunteer opportunities both in the lead up to and delivery of the festival. On average 55 volunteers contribute to the successful running of the OMF each year. The table below provides an overview of the estimated value of volunteers. This estimation is based on conservative estimates of volunteer hours contributed and the average hourly value of volunteer time.

Number of volunteers	Estimated number of volunteer hours	Average hourly rate*	Value of contribution
35	525	\$20.83	\$10935.75

*Dollar Value of Volunteer Time, Pro Bono Australia (2008)

Cultural

The OMF is Australia's only multi-day open mic festival. Since its inception the OMF has played a key role in the development of a music and literature brand for Aireys Inlet. This brand strongly anchors other creative arts events in Aireys Inlet including literature festivals, book openings, and other smaller music events.

The opportunity to play on stage at the OMF provided the impetus for young people to become interested in music with an end goal of performing in front of an audience. Through this recognised opportunity the level of active participation in music has risen significantly in Aireys Inlet and with it a passion for creative arts.

Linked to the creation of a local 'Sweethearts Academy' to assist young people to thrive in music, the OMF has played in key role in nurturing several local musicians eventually performing in nationally recognised bands, large festivals such as Big Day Out, State level Battle of the Bands competitions and many other music achievements.

The OMF culminates with a special mystery guest act which is not announced until the final act on Sunday. The significance of the OMF has led to the securing of significant national artists such as Hoodoo Guru's and Rockwiz as the special mystery guest. Typically an audience of 2,000 people will attend the mystery guest event.

In recognition of the talent being produced Music Victoria has hosted a development panel since 2015 and will again in 2017. This panel has seen the likes of Ella Cooper and the CEO of Music Victoria participate in workshops with local artists.

Financial Implications

The OMF generates an estimated \$1.5 million in economic expenditure each year with the vast majority of this benefit being received by businesses in and within close proximity to Aireys Inlet. A survey has revealed average expenditure of \$466 per person.

The OMF is seeking a two year funding agreement of \$10,000 each year. The total request from Council is therefore \$20,000. Should Council agree to the request, the following budget implications would exist:

- an allocation of \$10,000 from the 2016/2017 Signature Events Program budget
- a pre-allocated amount of \$10,000 in the 2017/2018 Signature Events Program budget

It is proposed that the pre-allocated amount for the March 2018 event be paid in December 2017 pending approval of an acquittal report for the March 2017 event. This acquittal report would be based on achievement of a range of criteria in a funding agreement to be established between Surf Coast Shire Council and the event.

Council Plan

Theme 5 Development and Growth
Objective 5.3 Develop and grow sustainable year round tourism
Strategy 5.3.9 Develop signature events program in our townships, outside of peak periods

Policy/Legal Implications

Provision of funding to the OMF is consistent with Council's Signature Events Program funding criteria.

3.1 Signature Event Request - Aireys Inlet Open Mic Festival

Several meetings have taken place with the event organiser who has provided evidence of the events eligibility to access the signature category of the Event Grant Program by way of economic benefit, social and cultural benefits and environmental awareness.

Officer Direct or Indirect Interest

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

Risk Assessment

The provision of funding will be subject to development of a Funding Agreement between OMF and Surf Coast Shire Council. The Agreement will contain requirements for the OMF to meet prior to the release of year two (2017/18) funding and a clause for the return of funding to Council if the festival does not go ahead as planned.

Social Considerations

The OMF has created deep social connections extending through schools, the broader Aireys Inlet community, non-permanent residents and businesses. The festival brings together a range of ages and groups via its free music focus which culminates in a mystery guest performance. As a free event (donations taken) social participation is maximised.

Community Engagement

Broad community engagement is not required. Discussion is between Council officers and the event organisers.

Environmental Implications

The Signature Event Grant program seeks to fund events in the off peak season or weekend which are distinctly quiet periods without the event taking place to reduce the intensity of events in the summer period. The identified weekend is a historically quiet weekend in Aireys Inlet. Weighting for environmental elements for an event forms 20% of the overall evaluation criteria.

Communication

If the recommendation is supported, media communications will be prepared to announce Council's support of the OMF with a funding commitment of \$20,000 over 2 years.

Conclusion

To assist the future stability and growth of the OMF a funding request has been received under the Signature Event category of the Event Grant Program totalling \$20,000 over two years for the 2017 and 2018 events.

The OMF generates significant economic, social and cultural outcomes for Aireys Inlet and the broader Surf Coast that are consistent with the purpose of the grant program. It is recommended the funding request be supported by Council.

3.2 Adoption of Combined Planning Scheme Amendment C106 and Planning Permit Application 15/0485 - Barwon Water Site, Torquay

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

General Manager: Phil Rowland
File No: F15/789
Trim No: IC16/1272

Appendix:

1. Panel Report (D16/107379)
2. Panel's recommendation - DDO Schedule 26 (D16/123040)
3. Panel's recommendation - Planning Permit (D16/123054)

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 Panel Report (Refer Appendix 1) on Planning Scheme Amendment C106 and Planning Permit Application 15/0485 and to consider adoption of the amendment.

Summary

Planning Scheme Amendment C106 is a combined planning scheme amendment and planning permit under Section 96A of the Planning and Environment Act. C106 seeks to rezone land at 85 Grossmans Road, Torquay from Public Use Zone 1 (PUZ1) to General Residential Zone (GRZ1) and subdivide the land into 52 residential lots. The subject land currently contains the decommissioned Barwon Water Torquay Basin.

The combined amendment and permit application were publicly exhibited from 11 February 2016 to 15 March 2016. Nine submissions were received including one submission from VicRoads supporting the Amendment and 8 submissions from adjoining land owners in opposition.

As a result of some submissions being unresolved, Council at its meeting on 26 July 2016 resolved to request the Minister for Planning to appoint an independent Panel to review all submissions and the overall merit of the combined amendment. A Panel Hearing was subsequently held on 29 September 2016 and the Panel's report has been received and made available to the general public.

The Panel recommends that the amendment be adopted as exhibited subject to applying a site specific Design and Development Overlay Schedule to address building height/setbacks and changing Map 2 at Clause 21.08 of the planning scheme to include the amendment site in the General Residential (Mixed Density) category for residential development.

In addition, the Panel recommends the approval of the draft planning permit as exhibited but with modification to the permit conditions.

It is recommended that Council adopt Amendment C106 as exhibited subject to modifications recommended by the Panel.

3.2 Adoption of Combined Planning Scheme Amendment C106 and Planning Permit Application 15/0485 - Barwon Water Site, Torquay

Recommendation

That Council:

1. Receive and note the Panel Report on combined Planning Scheme Amendment C106 and Planning Permit Application 15/0485 for land at 85 Grossmans Road, Torquay.
2. Adopt Planning Scheme Amendment C106 as exhibited subject to the following changes:
 - 2.1 Apply the Design and Development Overlay (DDO) Schedule 26 (Appendix 2) to the amendment site
 - 2.2 Change Map 2 at Clause 21.08 of the Planning Scheme to include the amendment site in the General Residential (Mixed Density) designation
3. Submit the adopted Planning Scheme Amendment C106 and revised Planning Permit Application 15/0485 (Appendix 3) to the Minister for Planning for approval pursuant to Section 31 of the *Planning and Environment Act 1987*.
4. Recommend to the Minister for Planning that Planning Permit No. 15/0485 (Appendix 3) be granted for staged subdivision of the land, removal of native vegetation and associated works.

3.2 Adoption of Combined Planning Scheme Amendment C106 and Planning Permit Application 15/0485 - Barwon Water Site, Torquay

Report

Background

Planning Scheme Amendment C106 (the Amendment) seeks to rezone land at 85 Grossmans Road, Torquay from Public Use Zone 1 (PUZ1) to General Residential Zone (GRZ1) and is being considered in conjunction with Planning Permit Application 15/0485 (the Permit Application) to subdivide the land into 52 residential lots. The Amendment request was received from Spiire Australia Pty Ltd, on behalf of Barwon Region Water Corporation (Barwon Water).

The Amendment and the Permit Application were exhibited from 11 February 2016 to 15 March 2016. Nine (9) submissions were received, including a submission from VicRoads in support and eight (8) submissions from adjoining land owners objecting to the rezoning or aspects of the proposed subdivision proposal.

A mediation meeting was held on 30 March 2016 to hear submitters and to facilitate resolution to their concerns. Following this mediation meeting and Council officers' feedback, the proponents provided further information and prepared recommended changes to the exhibited version of draft planning permit to address the submitters concerns. Two submissions were withdrawn on the basis of the new information, with six submissions unresolved.

As a result of some submissions being unresolved, Council at its meeting on 26 July 2016 resolved to request the Minister for Planning to appoint an independent Panel to review all submissions and the overall merit of the Amendment.

A Panel Hearing was held on 29 September 2016 and the Panel's report was received on 3 November 2016. This report has been made available to the general public pursuant to the *Planning and Environmental Act, 1987*.

Discussion

The key issues raised in the Panel Report include the following:

Residential use of the site.

The Panel accepts that the proposed General Residential Zone (GRZ1) and residential development of the site are consistent with the broad land use policies for this area of Torquay and compatible with the existing zoning and residential land use in the immediate area.

While converting the site into public open space might be an attractive outcome for some submitters, the need for additional public open space in this area has not been demonstrated.

The Panel is therefore satisfied that residential development of the site under the GRZ1 is an appropriate outcome.

Construction issues

Some submitters raised various concerns about off-site amenity impacts resulting from development of the site and construction activity. These included issues relating to noise, dust, erosion and working hours.

The Panel is satisfied that the requirement for a Construction Management Plan (CMP) in the draft planning permit provides an appropriate mechanism to address the construction issues raised in the submissions. The Panel also supports the additional content proposed by Council and Barwon Water relating to:

- the parking of construction vehicles
- minimising soil erosion.

Vegetation removal

One submission sought the retention of existing vegetation on the site, particularly as a means of protecting the privacy of adjoining dwellings along Eton Road. The Tree and Vegetation Removal Plan that accompanied the planning application indicates that the existing vegetation referred to in the submission (along the eastern boundary of the site) will be removed.

The Design Response Plan that accompanied the Permit Application indicates that some replacement planting will occur on the proposed stormwater drainage reserve, partly addressing this issue. In addition, there is scope for supplementary planting within the rear of some of the lots fronting Eton Drive and within the new lots along the eastern boundary of the amendment site.

3.2 Adoption of Combined Planning Scheme Amendment C106 and Planning Permit Application 15/0485 - Barwon Water Site, Torquay

Privacy issues will also be addressed by the various planning provisions in the planning scheme, including Clauses 54 and 55 (ResCode), that apply to the amendment site.

The Panel is satisfied that the proposed removal of vegetation is not an impediment to the development proceeding.

Traffic considerations

Some submitters were concerned that development of the site will increase school traffic congestion in the area.

The Panel agrees with Council's submission that access to the local schools from the site is likely to be pedestrian rather than vehicular given the proximity of these schools to the site. The Panel also notes the findings of the Traffic Impact Assessment:

- *It is concluded that the traffic generated by the proposed residential development will provide a moderate increase in traffic on Grossmans Road however is expected to have negligible impact on the operation and efficiency of the local road network.*
- *There are no traffic engineering reasons that would preclude the issue of a Planning Permit for the development, subject to the entry points at both sites (Grossmans Road) being constructed to the standard required by Austroads/VicRoads guidelines.*

The Panel is satisfied that there are no traffic issues that preclude the proposed development from proceeding.

Fencing

Some submitters raise various issues about the perimeter fencing of the site, including the adequacy of the existing chain wire fence, the need for a solid fence and funding for a replacement fence.

Barwon Water has agreed to fund the replacement of the existing chain mesh fence with a 1.8 metre high timber fence. A condition has been included in the draft planning permit to achieve this.

The Panel is satisfied that this planning permit condition addresses the various fencing issues.

Fill and Drainage

A submitter queried whether site fill and drainage issues would be adequately addressed.

The Panel is satisfied that the Stormwater and Construction Management Plans required by the planning permit will provide suitable mechanisms to address site fill and stormwater drainage issues during the development of the site and over the longer term.

Site Levels

Some submitters raised concerns about the proposed finished ground levels on the site and the possibility of an elevated platform being constructed. They raised a number of related concerns including potential overlooking, stormwater runoff, the need for earth retaining structures and higher fencing.

In response, Barwon Water prepared proposed finished site level and cross section plans demonstrating that the basin walls will be removed and that the finished ground level will replicate natural slope and ground level.

A condition has been included in the draft planning permit that prior to the commencement of works a plan detailing the finished site levels must be submitted to Council for approval. The plan must be generally in accordance with the proposed site level and cross section plans prepared by Barwon Water during this process.

The Panel is satisfied that this condition is appropriate and addresses the concerns raised by the submitters. It will also partly address related concerns about the amenity impacts.

Green Wedge

A submitter suggested that a "20 metre green wedge" should be provided along the southern boundary of the site to separate future dwellings on the site from existing dwellings on the north side of Sea Breeze Drive.

3.2 Adoption of Combined Planning Scheme Amendment C106 and Planning Permit Application 15/0485 - Barwon Water Site, Torquay

The Panel does not believe that the need for a 20 metre buffer along this boundary has been demonstrated, particularly in light of the building height restrictions proposed by Barwon Water along the southern boundary of the amendment site. The Panel also noted Council's concerns about maintenance and security issues associated with the proposed buffer.

Building Heights

Some submitters raised concerns about off-site amenity impacts associated with building heights and site levels, including impacts relating to overlooking, overshadowing, views and privacy.

These concerns principally related to:

- the southern boundary of the site where it abuts the rear of properties (and existing dwellings) on the northern side of Sea Breeze Drive.
- the eastern boundary of the site where it abuts the rear of properties (and existing dwellings) on the western side of Eton Road.

Whilst the Panel understands the concerns of residents on Sea Breeze Drive that their amenity could be impacted by development on the amendment site, particularly given the slope of the land from north to south, the interface with dwellings along Eton Road is less problematic given the variation in rear dwelling setbacks, established vegetation and slightly flatter terrain through that interface.

On balance, the Panel agrees that the southern interface warrants a specific control, beyond the existing Planning Scheme provisions, and that the proposed 'staggering' of building heights along the southern boundary is appropriate in the circumstances. The Panel also agrees that a preferred 7.5 metres maximum building height is warranted over the remainder of the site.

However, the use of maximum building height controls raises issues about:

- whether these controls should be mandatory or discretionary
- how these controls should be implemented.

In relation to mandatory or discretionary controls, the Panel is not satisfied that the application of mandatory maximum building heights to the amendment site is warranted. This is based on a general presumption against the use of mandatory provisions (including building heights) in the Planning Scheme.

In relation to how building heights controls should be implemented, Council proposed the use of Memorandum of Common Provisions (MCPs) rather than Victoria Planning Provision (VPP) overlays, such as a Design and Development Overlay (DDO), for the following reasons:

- it is common practice in Torquay for developers to apply covenants or MCPs.
- Council has occasionally requested the use of MCPs in specific circumstances.
- the use of MCPs reduces Council's workload in administering VPP built form controls, including enforcement.
- there are already 25 DDOs in the Shire (13 in Torquay) and they require a significant amount of resources to administer.
- Council has commenced a project to rationalise the planning scheme by reducing permit triggers and simplifying the planning scheme.

However, the Panel does not believe that a MCP is a suitable mechanism to address the building height issues raised in submissions based on the following reasons:

- the established practice that built form controls reside in the planning and building systems.
- the lack of transparency and scrutiny associated with built form controls that are outside these systems.
- the prospect that MCP controls will need to be mandatory, unless there is some form of decision making process for discretionary controls.
- the difficulty in amending or removing MCP controls.
- uncertainties about the ongoing enforcement of MCPs.
- the possible disconnect and lack of alignment between 'fixed' mandatory controls in MCPs and evolving strategic planning for an area.

The Panel also highlighted a general concern that reliance on an MCP to address issues raised in the submissions could be problematic because of the lack of certainty about whether, and how, these issues will be addressed.

3.2 Adoption of Combined Planning Scheme Amendment C106 and Planning Permit Application 15/0485 - Barwon Water Site, Torquay

The Panel is therefore not persuaded that the use of an MCP as sought by Council and Barwon Water is a beneficial approach, or that it is justified by a concern that there might be a minor and temporary increase in Council workload associated with administering a Design and Development Overlay (DDO) for the site. For these reasons, the Panel does not support the inclusion of the 'new' condition sought by Council and Barwon Water that requires design guidelines implemented by a MCP to be prepared and has deleted it from the recommended planning permit conditions (Appendix 3).

The Panel prefers that Council use a DDO as an established Planning Scheme tool and supports the use of a new DDO schedule to address the submitters concerns about building heights.

Consequential changes to the Amendment

Council in its submission advised that consequential changes to Map 1 in Clause 22.09 were exhibited as part of the amendment, but also proposed "*an additional change to add 85 Grossmans Road (Former Torquay Basin) or similar description to the list 'General Residential/Mixed Density/Moderate Change' in Table 1 to Clause 22.09 to make its inclusion clear*".

The Panel is satisfied that the exhibited revision to Map 1 is adequate and that there is no need to refer to the amendment site in Table 1.

In addition, Council supported altering Map 2 at Clause 21.08 "to include 85 Grossmans Road in the General Residential (Mixed Density) category to be consistent with Clause 22.09". The Panel supports this change and considers that this will ensure that the two maps are consistent.

Panel's recommendation

The Panel recommends adopting combined Amendment C106 as exhibited, subject to:

- applying the Design and Development Plan Overlay Schedule 26 (Appendix 2) to the amendment site addressing building heights and setbacks issues
- changing Map 2 at Clause 21.08 to include the Amendment site in the General Residential (Mixed Density) designation.

In addition, the Panel recommends approving Planning Permit Application 15/0485 (Appendix 3) with modifications to planning permit conditions, in particular the removal of the requirement for Memorandum of Common Provisions

It is recommended that Council accept the Panel's recommendations and adopt Amendment C106 with the addition of Design and Development Overlay Schedule 26 and a modified permit.

Financial Implications

As a privately driven amendment, the proponent is required to cover all costs relating to the processing of the amendment and planning permit application in accordance with a signed agreement between Barwon Water and Council.

Council Plan

Theme 5 Development and Growth
Objective 5.4 Transparent and responsive land use and strategic planning
Strategy 5.4.7 Complete a strategic planning framework for land use planning.

Policy/Legal Implications

The amendment conforms to the legislative requirements of the *Planning and Environment Act 1987*.

Officer Direct or Indirect Interest

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

Risk Assessment

There are no demonstrated risks associated with adopting the amendment.

3.2 Adoption of Combined Planning Scheme Amendment C106 and Planning Permit Application 15/0485 - Barwon Water Site, Torquay

Social Considerations

The amendment will have positive social effects, assisting Council in achieving its population growth forecasts for Torquay-Jan Juc whilst ensuring that appropriate contributions are made towards future provision of community infrastructure and facilities. The Development Contributions Plan Overlay Schedule 2 "Torquay Jan Juc Development Contributions Plan" currently applies to the site, requiring contributions for development infrastructure and community infrastructure.

The amendment also facilitates the development of an underutilised site which is no longer required for water supply purposes. This contributes to urban consolidation and the reduction of urban sprawl.

Community Engagement

This amendment has been formally exhibited in accordance with the provisions of the Planning and Environment Act 1987. In addition to the requirements of the Act, a mediation meeting was held and further consultation occurred with submitters in an attempt to resolve concerns.

Environmental Implications

The proposed development layout seeks to protect and enhance existing biodiversity values and promotes innovative use of water sensitive urban design techniques in the subdivision design.

Communication

All submitters have been notified of the availability of the Panel report and will be further notified about Council's decision.

Conclusion

It is recommended that Council accept the Panel's recommendations and adopt Amendment C106 subject to the modifications recommended by the Panel, including a new Design and Development Overlay Schedule. It is recommended that Council submit the adopted amendment and revised planning permit to the Minister for Planning for approval pursuant to Section 31 of the *Planning and Environment Act 1987*.

3.2 Adoption of Combined Planning Scheme Amendment C106 and Planning Permit Application 15/0485 - Barwon Water Site, Torquay

APPENDIX 1 PANEL REPORT

Planning and Environment Act 1987

Panel Report

Surf Coast Planning Scheme Amendment C106

Planning Permit Application 15/0485

Front page

2 November 2016

Planning and Environment Act 1987

Panel Report pursuant to section 25 of the Act

Surf Coast Planning Scheme Amendment C106

Planning Permit Application 15/0485

2 November 2016

A handwritten signature in black ink, appearing to read 'Michael Kirsch', with a long horizontal flourish extending to the right.

Michael Kirsch, Chair

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List of Abbreviations

CMP	Construction Management Plan
DDO	Design and Development Overlay
DELWP	Department of Environment, Land, Water and Planning
EPA	Environment Protection Authority
GRZ1	General Residential Zone Schedule 1
LPPF	Local Planning Policy Framework
MCP	Memorandum of Common Provisions
MSS	Municipal Strategic Statement
PPN59	Planning Practice Note 59 (The Role of Mandatory Provisions in Planning Schemes)
PPRZ	Public Park and Recreation Zone
SPPF	State Planning Policy Framework
VPP	Victoria Planning Provisions

Executive Summary

(i) Summary

Amendment C106 and Planning Permit Application 15/0485 propose the residential rezoning and subdivision of 85 Grossmans Road, Torquay. The site is owned by Barwon Water and is a decommissioned water storage facility that is now surplus to its requirements.

The exhibition process attracted nine submissions, including eight objecting submissions from local residents. These submissions raised various concerns about the impacts of future development on the amenity of existing dwellings in the area.

Following their consideration of submissions, Council and Barwon Water conducted a mediation meeting with submitters to discuss their concerns. Following this process, Council and Barwon Water proposed various changes to the exhibited planning permit conditions, including a new condition requiring the preparation of a Memorandum of Common Provisions to regulate various built form matters.

The Panel is satisfied that residential development of the site is consistent with the general planning policies that apply to this area and that the General Residential Zone Schedule 1 is the appropriate residential zone for the site.

The Panel also generally supports the exhibited planning permit conditions, including most of the revisions proposed by Council and Barwon Water. The permit will provide the mechanism to address many of the concerns raised by submitters.

However, the Panel does not support the use of a Memorandum of Common Provisions to address built form (height) issues raised in submissions. Instead, the Panel has recommended that a new Design and Development Overlay Schedule 26, that implements discretionary height controls, be included in the Amendment. This is consistent with Council's initial intention to apply the Design and Development Overlay Schedule 1 to the site.

The Panel has also recommended a consequential change to Clause 21.08 to reflect the rezoning of the site and a number of minor changes to the planning permit conditions to improve its clarity and operation.

(ii) Recommendations

For the reasons set out in this report, the Panel recommends:

- A1 Adopt Amendment C106 to the Surf Coast Planning Scheme as exhibited, subject to:**
- 1 Applying the Design and Development Plan Overlay Schedule 26 (included at Appendix B of the Panel's report) to the Amendment site.**
 - 2 Changing Map 2 at Clause 21.08 to include the Amendment site in the General Residential (Mixed Density) designation.**
- P1 Approve Planning Permit Application 15/0485 in accordance with the permit conditions included at Appendix C of the Panel's report.**

1 Introduction

1.1 The Amendment

(i) Amendment description

The Amendment proposes to:

- rezone the subject land from Public Use Zone 1 to General Residential Zone Schedule 1 (GRZ1) to facilitate residential development of the land (refer to figure 1)
- amend Map 1 to Clause 22.09 (Torquay-Jan Juc Residential Framework) to include the designation of the subject land as “General Residential (Mixed Density)”.

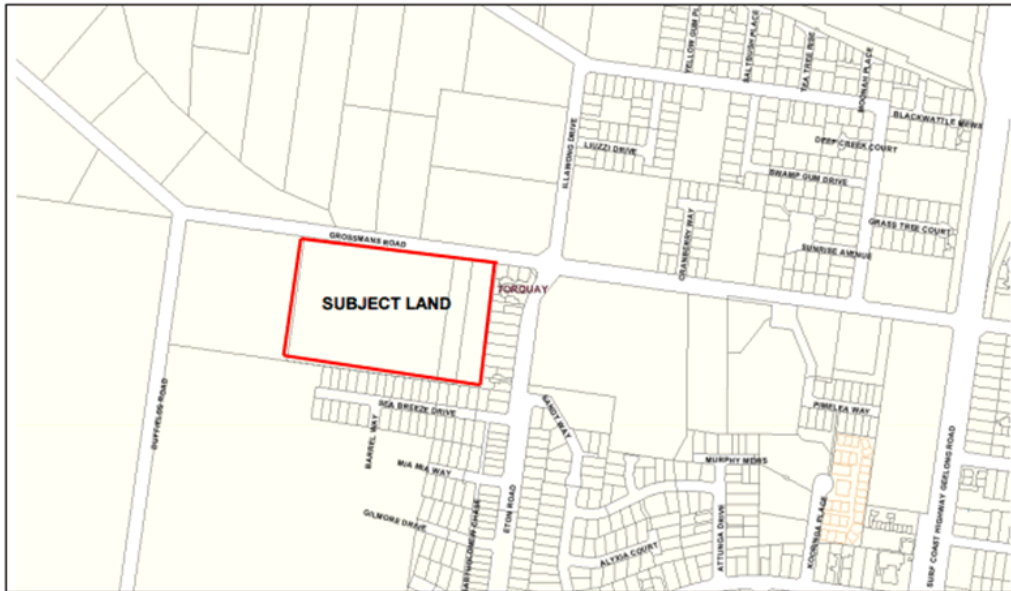


Figure 1 The subject land

(ii) Planning permit description

The Amendment was accompanied by a planning permit application under s96A of the Act. The application proposes:

- the staged subdivision of the land
- the removal of native vegetation
- associated works.

The subdivision concept plan is included at figure 2 and shows the creation of 52 residential lots, including 7 ‘superlots’, ranging in size between 301 to 2,059 sqm. The superlots will be developed with medium density housing.

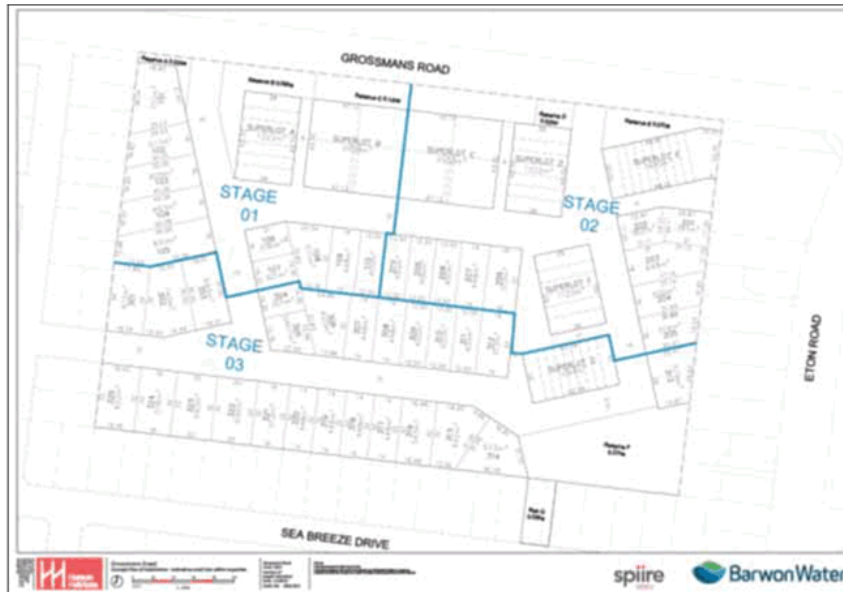


Figure 2 Subdivision concept plan

1.2 Panel process

Surf Coast Shire Council is the planning authority.

Barwon Region Water Corporation (Barwon Water) is the proponent and applicant.

The Amendment and permit application were placed on public exhibition between 11 February and 15 March 2016, and attracted 9 submissions.

A mediation meeting was held on 30 March 2016 involving Barwon Water, a council officer and the objecting submitters to discuss issues raised in submissions. This led to Council and Barwon Water agreeing to various changes to the exhibited planning permit.

At its meeting of 26 July 2016, Council resolved to refer the submissions to a Panel. As a result, a Panel to consider the Amendment was appointed under delegation from the Minister for Planning on 10 August 2016 and comprised Michael Kirsch (Chair).

A Directions Hearing was held on 29 August 2016.

The Panel Hearing was held at the Council offices on 29 September 2016. Those in attendance at the Panel Hearing are listed in Table 1.

Table 1 Parties to the Panel Hearing

Submitter	Represented by
Surf Coast Shire Council	Karen Hose (Coordinator Strategic Land Use Planning) and Cletus Kweifio-Okai (Senior Strategic Planner)
Barwon Water	Sarah Wright (Spiire Australia Pty Ltd), Tony Belcher and Peter Palmieri (Barwon Water)

The Panel undertook an unaccompanied inspection of the Amendment site and surrounding area before the Panel Hearing.

The Panel considered all written submissions made in response to the exhibition of the Amendment and planning permit, as well as further submissions and other material presented to it during the Hearing, and observations from its site visit.

1.3 Procedural issues

Following their consideration of submissions, Council and Barwon Water proposed that various design and development issues be addressed by way of 'Design Guidelines' implemented through a Memorandum of Common Provisions.¹ At the Directions Hearing, the Panel raised various issues about this approach and directed Council to draft a Design and Development Overlay Schedule (in consultation with Barwon Water) that would achieve the outcomes sought in the proposed Design Guidelines.

The Panel also directed that the draft schedule be circulated to submitters for comment. Two submitters provided comments on the draft schedule.

These matters are discussed further in chapter 3 of this report.

1.4 Background to the proposal

The Amendment applies to the site of a decommissioned water storage facility owned by Barwon Water that is surplus to its requirements (refer to figure 3).



Figure 3 Site context

¹ Section 91A of the Transfer of Land Act 1958 provides for Memorandums of Common Provisions (MCPs). They include "provisions which are intended for inclusion in instruments and plans to be subsequently lodged for Registration". The Panel understands that MCPs operate in a manner similar to covenants and agreements that are registered on titles.

Barwon Water applied for the rezoning and planning permit in order to subdivide and develop the site for 52 residential lots that it will then sell.

The 5.4 hectare site is on the north-west periphery of the existing Torquay urban area and is within a broader area that has been, or is being, developed for residential purposes. Further to the west is the Spring Creek Growth Area that is zoned Urban Growth Zone 1 and subject to Amendment C114 that proposes to implement the Spring Creek Precinct Structure Plan.

The site is in close proximity to various schools and other community facilities, and also within the catchment of the proposed neighbourhood centre in the Spring Creek precinct. Residential development in the vicinity of the site is predominantly two storeys, with a mixture of single dwellings and some multi-unit development.

The proposal was informed by a set of background reports prepared on behalf of Barwon Water, including:

- Report on Geotechnical Investigation and Preliminary Contamination Assessment, March 2015
- Traffic Impact Assessment, May 2015
- Biodiversity Assessment, 85 Grossmans Road Torquay, May 2015
- 85 Grossmans Road Torquay, Service Infrastructure Report, June 2015
- 85 Grossmans Road Torquay, Site Stormwater Management Strategy, July 2015
- 85 Grossmans Road Torquay, Planning Assessment, January 2016.

The Panel was supplied with a set of these reports.

2 Planning context

Council provided a response to the Strategic Assessment Guidelines as part of the Explanatory Report.

The Panel has reviewed Council's response and the policy context of the Amendment, including relevant policy documents.

2.1 Policy framework

(i) State Planning Policy Framework

Council submitted that the proposal is supported by the following clauses in the State Planning Policy Framework (SPPF):

- Clause 11.02-1 (Supply of urban land)
- Clause 11.05-5 (Coastal settlement)
- Clause 12.02 (Coastal areas)
- Clause 15.01-3 (Neighbourhood and subdivision design)
- Clause 16.01 (Residential development).

(ii) Local Planning Policy Framework

Council submitted that the proposal is supported by the following clauses in the Local Planning Policy Framework (LPPF):

- Clause 21.01 (Profile and Vision)
- Clause 21.02-3 (Settlement patterns)
- Clause 21.08 (Torquay - Jan Juc Strategy).

(iii) Policy documents

Council also submitted that the proposal is consistent with the relevant elements of the:

- Torquay and Jan Juc Structure Plan, 2007
- Sustainable Futures Plan Torquay – Jan Juc 2040, Adopted June 2014.

2.2 Discussion

The Panel is satisfied that residential development of the site is supported by and implements the relevant sections of the State and Local Planning Policy Frameworks, and is consistent with Council's policies for Torquay. The Panel is also satisfied that the exhibited GRZ1 is the appropriate zone for the site.

Submissions on the Amendment and planning permit application were focused on site-specific design issues, rather than broader strategic issues. These issues are discussed in the following chapter.

3 Issues

3.1 Residential use of the site

3.1.1 Submissions

Lucas Nutbean and Eugenie Rutherford supported continuing public ownership of the site and proposed that it be used as a public park. In this context they submitted that the site be zoned Public Park and Recreation Zone (PPRZ) instead of GRZ1.

Jorgen and Rebecca Peeters preferred that the site remain in public ownership as a means of protecting the amenity of the area. However, they acknowledged that residential development is an *“appropriate and expected”* use given that the basin is no longer required and the site is within a broader residential area.

Ms Wright (on behalf of Barwon Water) provided the background to the Amendment and permit application, and the former use of the site as a water storage basin. Ms Wright advised that Barwon Water no longer required the site and proposed to subdivide and develop it before selling individual residential lots. Ms Wright submitted that the GRZ1 was the appropriate zone in light of the existing development and zoning pattern in the immediate area. Ms Wright also submitted that applying the PPRZ would create ongoing site management issues.

Ms Hose (on behalf of Council) noted that the Amendment sought to address a site-specific zoning issue and submitted that the GRZ1 was consistent with the general policy directions for this area as well as the surrounding zoning and land use. In relation to public open space, Ms Hose noted that the Amendment site is in close proximity and accessible to a proposed public reserve to the south that would be provided as part of a recently approved subdivision. Ms Hose also noted that open space (associated with the drainage reserve) will be provided on-site.

3.1.2 Discussion

The Panel accepts that the proposed GRZ1 and residential development of the site are consistent with the broad land use policies for this area of Torquay and compatible with the existing zoning and residential land use in the immediate area.

While converting the site into public open space might be an attractive outcome for some local residents, the need for additional public open space in this area has not been demonstrated. Importantly, neither Council nor Barwon Water supports the conversion of the site into public open space.

In light of these factors, the Panel is satisfied that residential development of the site under the GRZ1 is an appropriate outcome.

3.2 Construction

3.2.1 Submissions

Submitters raised various concerns about off-site amenity impacts resulting from development of the site and construction activity. These included issues relating to noise, dust, erosion and working hours.

Ms Wright submitted that these issues would be addressed by the proposed permit conditions, particularly the requirement for a Construction Management Plan (CMP) (condition 11). She noted that following the mediation meeting, additional content had been included in this requirement.

Ms Hose submitted that the CMP provided the mechanism to address these issues and noted that EPA guidelines would also apply to site construction works.

3.2.2 Discussion

The Panel is satisfied that the requirement for a CMP provides an appropriate mechanism to address the construction issues raised in submissions. The Panel also supports the additional content proposed by Council and Barwon Water relating to:

- the parking of construction vehicles
- minimising soil erosion.

3.3 Vegetation removal

3.3.1 Submissions

Seba Aleksandrowicz sought the retention of existing vegetation on the site, particularly as a means of protecting the privacy of adjoining dwellings along Eton Road.

Ms Hose submitted:

The subdivision plan has been designed to minimise the removal of existing native vegetation, which is mainly located within the Grossmans Road reservation. The proponents have also submitted a landscape masterplan for the site which provides for the planting of new vegetation within the estate, including around the new stormwater retarding basin in the south eastern corner of the site. The retarding basin provides improved amenity at this location and some separation from existing and new development.

3.3.2 Discussion

The Tree and Vegetation Removal Plan that accompanied the planning application indicates that the existing vegetation referred to in the submission (along the eastern boundary of the site) will be removed. However, the Design Response Plan indicates that some replacement planting will occur on the proposed stormwater drainage reserve, partly addressing this issue. In addition, there is scope for supplementary planting within the rear of some of the lots fronting Eton Drive and within the new lots along the eastern boundary of the Amendment site.

Privacy issues will also be addressed by the various planning provisions, including Clauses 54 and 55, that apply to the Amendment site.

The Panel is satisfied that the proposed removal of vegetation is not an impediment to the development proceeding.

3.4 Traffic

3.4.1 Submissions

Gary and Cheryl Robinson submitted that development of the site will exacerbate school traffic congestion in the area.

Ms Hose referred to the Traffic Impact Assessment provided by Barwon Water and submitted that residential use of the local schools "*would likely generate pedestrian rather than vehicle movements*". Ms Hose also submitted that the development will have minimal impact on the current performance and safety of Grossmans Road.

Ms Hose noted that VicRoads did not object to the proposal.

3.4.2 Discussion

The proposed subdivision layout includes two access points to Grossmans Road and a future access point to the west via a link to a future subdivision. There will be no direct vehicle access to Eton Road or Sea Breeze Drive.

The Panel agrees that access to the local schools from the site is likely to be pedestrian rather than vehicular given the proximity of these schools to the site. The Panel also notes the findings of the Traffic Impact Assessment:

- *It is concluded that the traffic generated by the proposed residential development will provide a moderate increase in traffic on Grossmans Road however is expected to have negligible impact on the operation and efficiency of the local road network.*
- *There are no traffic engineering reasons that would preclude the issue of a Planning Permit for the development, subject to the entry points at both sites (Grossmans Road) being constructed to the standard required by Austroads/VicRoads guidelines.*

The Panel is satisfied that there are no traffic issues that preclude the proposed development from proceeding.

3.5 Fencing

3.5.1 Submissions

Submissions raised various issues about the perimeter fencing of the site, including the adequacy of the existing chain wire fence, the need for a solid fence and who would fund a replacement fence.

Ms Wright advised that Barwon Water has agreed to fund the replacement of the existing chain mesh fence with a 1.8 metre high timber fence.

Ms Hose advised that a condition (condition 13) has been included in the planning permit to achieve this:

Prior to the commencement of works the developer shall remove the existing boundary fencing and provide a replacement 1.8m high timber fence at their cost.

3.5.2 Discussion

The Panel is satisfied that these submissions will be addressed by the proposed permit condition.

3.6 Fill and drainage

3.6.1 Submissions

Frank Van Dyke queried whether site fill and drainage issues would be adequately addressed.

Ms Hose submitted that these issues would be addressed through planning permit conditions that require a Stormwater Management Plan (condition 5) and a Construction Management Plan (condition 11), including an additional requirement:

Bulk earthworks must be undertaken in a manner that minimises soil erosion. Exposed areas of soil must be stabilised to prevent, mitigate and minimise soil erosion as much as practically possible.

3.6.2 Discussion

The Panel is satisfied that the Stormwater and Construction Management Plans required by the planning permit will provide suitable mechanisms to address site fill and stormwater drainage issues during the development of the site and over the longer term.

3.7 Site levels

3.7.1 Submissions

Jorgen and Rebecca Peeters raised concerns about the proposed finished ground levels on the site and the possibility of an elevated platform being constructed. They raised a number of related concerns including potential overlooking, stormwater runoff, the need for earth retaining structures and higher fencing.

In response, Barwon Water prepared a site level plan and cross sections demonstrating that the basin walls will be removed and that the finished ground level will replicate natural slope and ground level.

Ms Hose advised that these site levels will be required by way of a revised permit condition 14:

Before commencement of works a plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority detailing the finished site levels. The Plan must be generally in accordance with the Spiire plans 302257G1-1 (Rev A) and 302257G1-2 (Rev A0 and dated 11/05/2016.

3.7.2 Discussion

The Panel is satisfied that this condition is appropriate and addresses the concerns raised by the Peeters. It will also partly address concerns about the amenity impacts discussed in chapter 3 of this report.

3.8 Green wedge

3.8.1 Submissions

Lucas Nutbean and Eugenie Rutherford submitted that a “20 metre green wedge” should be provided along the southern boundary of the site to separate future dwellings from existing dwellings on the north side of Sea Breeze Drive.

Ms Wright submitted that “... it is not considered that the creation of a 20m wide ‘green wedge’ effectively to the rear of both future and existing properties would create an appropriate outcome in terms of safety, management and usability”.

Ms Hose advised that Council did not support this proposal because it would “... result in on-going maintenance issues for Council and security concerns due to the proposed location at the rear of new lots”.

3.8.2 Discussion

The Panel does not believe that the need for a 20 metre buffer along this boundary has been demonstrated, particularly in light of the building height provisions proposed by Council and Barwon Water along the southern boundary of the Amendment site. The Panel also notes Council’s concerns about maintenance and security issues associated with the proposed buffer.

3.9 Building heights

3.9.1 Submissions

Submitters raised concerns about off-site amenity impacts associated with building heights and site levels, including impacts relating to overlooking, overshadowing, views and privacy.

These concerns principally related to:

- the southern boundary of the site where it abuts the rear of properties (and existing dwellings) on the northern side of Sea Breeze Drive
- the eastern boundary of the site where it abuts the rear of properties (and existing dwellings) on the western side of Eton Road.

Council initially intended to manage building heights by applying the DDO1 (with a discretionary maximum building height of 7.5 metres) but the DDO1 was “inadvertently” omitted from the exhibited Amendment.

Following the mediation meeting with submitters, Barwon Water decided to address height issues in its proposed design guidelines to be implemented through an MCP. On this basis, Council decided that applying the DDO1 was no longer necessary.

Council and Barwon Water submitted that the following building height provisions should apply to the site:

- *Any element of a proposed building within 9 metres of the estate's southern boundary must not exceed single storey to a maximum height of 4 metres above finished site levels.*
- *Dwellings on the estate's eastern boundary are to be designed to limit overlooking of existing neighbouring dwellings at Eton Road, Torquay.*
- *A maximum building height limit of 6.5 metres above finished site level will apply to dwellings on the estate's southern boundary and a 7.5 metre height limit will apply to all other dwellings on the balance of the estate.*
- *Medium density developments will be assessed against Clause 55 – Rescode.*

These requirements are reflected in a 'new' planning permit condition (proposed condition 12) that requires "*design guidelines*" to be implemented through an MCP. This condition was not included in the exhibited planning permit.

3.9.2 Discussion

It was evident from the Panel's inspections and the aerial photography provided by Barwon Water that some dwellings on the northern side of Sea Breeze Drive have been sited and designed to take account of the 'undeveloped' character of the amendment site to the north (refer to figure 3). The amenity of some of these dwellings could be impacted by development on the Amendment site, particularly given the slope of the land from north to south. For these reasons, the Panel understands the concerns of residents on Sea Breeze Drive and the height and setback provisions proposed by Council and Barwon Water. However, it is arguable that these concerns could be adequately addressed by the requirements of Clauses 54 and 55, and in association with the DDO1 initially proposed by Council.

The interface with dwellings along Eton Road, is less problematic given the variation in rear dwelling setbacks, established vegetation and slightly flatter terrain through that interface (refer to figure 3). Ms Hose expressed similar views about this interface and advised that Council did not propose any specific height controls, while noting that dwellings should "*be designed to limit overlooking of existing neighbouring dwellings at Eton Road*". The Panel is satisfied that Clauses 54 and 55 provide the mechanism to address this issue.

Council also proposed that there be a maximum building height of 7.5 metres across the remainder of the site, consistent with the DDO1 that applies in the immediate area (including Sea Breeze Drive and Eton Road). Ms Hose advised that this control responds to the "*sensitive landscape and sloping land*" in this area. Given that this control has been applied in the immediate area, the Panel has no objection to a similar control applying to the Amendment site, particularly given its higher elevation.

On balance, the Panel agrees that the southern interface warrants a specific control, beyond the existing Planning Scheme provisions, and that the proposed 'staggering' of building heights along the southern boundary is appropriate in the circumstances. The Panel also agrees that a 7.5 metre maximum building height is warranted over the remainder of the site.

However, the use of maximum building height controls raises issues about:

- whether these controls should be mandatory or discretionary
- how these controls should be implemented.

(i) Mandatory or discretionary height controls

Council submitted that mandatory height controls were warranted by the particular circumstances of the site and that they would be consistent with Planning Practice Note 59 - The Role of Mandatory Provisions in Planning Schemes (PPN59). PPN59 expresses a general presumption against the use of mandatory provisions (including height):

Mandatory provisions in the VPP are the exception. The VPP process is primarily based on the principle that there should be discretion for most developments and that applications are to be tested against objectives and performance outcomes rather than merely prescriptive mandatory requirements.

Nevertheless, there will be circumstances where a mandatory provision will provide certainty and ensure a preferable and efficient outcome. Although these circumstances cannot be common practice, they may include areas of high heritage value, strong and consistent character themes, or sensitive environmental locations such as along the coast.

A balance must be struck between the benefits of a mandatory provision in the achievement of an objective against any resulting loss of opportunity for flexibility in achieving the objective.

The Panel is not satisfied that the application of mandatory maximum building heights to the Amendment site is warranted.

In relation to the Sea Breeze Drive interface, discretionary 4.5 metre and 6.5 metre maximum building heights will provide useful guidance about a possible design solution to address amenity issues, but there may be other acceptable design approaches that might exceed these heights. The Panel is mindful that dwellings along Sea Breeze Drive have varying setbacks from and orientation to the Amendment site, suggesting that a 'one size fits all' approach might not be warranted.

Similarly, the Panel does not believe that the need for a 7.5 metre mandatory maximum height across the rest of the site has been justified. The DDO1 that applies in the immediate area (including Sea Breeze Drive and Eton Road) has a discretionary maximum height of 7.5 metres and Ms Hose advised that this limit is "*generally accepted by the community*" and generates "*very few applications*".

(ii) Implementation

Ms Hose advised that Council preferred to use MCPs rather than Victoria Planning Provision (VPP) overlays (such as the DDO) to manage design issues in new residential development areas, noting that:

- it is common practice in Torquay for developers to apply covenants or MCPs
- Council has occasionally requested the use of MCPs in specific circumstances

- the use of MCPs reduced Council's workload in administering VPP built form controls, including enforcement
- there are 25 DDOs in the Shire (13 in Torquay) and they require a significant amount of resources to administer
- Council has commenced a project to rationalise the planning scheme by reducing permit triggers and simplifying the planning scheme.

In relation to the Amendment site, Council supported the use of an MCP instead of a DDO because:

- *The introduction of a new DDO will result in unnecessary permit triggers increasing the costs of administration of the planning scheme, delays and costs to owners.*
- *The proposed draft permit and MCP conditions proposed in Amendment C106 will enable the concerns of a few neighbours to be addressed by one permit.*
- *The preparation of Design Guidelines implemented by a Memorandum of Common Provisions, registered on property title, will enable enforcement of the design guidelines to be via the developer rather than by Council until the land is fully developed.*

Ms Hose also submitted that Barwon Water will apply an MCP, regardless of whether there is an overlay, resulting in an unnecessary and confusing duplication of controls.

In response to questions from the Panel, Ms Hose indicated that Council did not have a formal policy in relation to the use of MCPs and that the need for this approach had not been identified as part of the current or past reviews of the Surf Coast Planning Scheme. The Panel also queried whether the workload associated with using a DDO to address height issues (instead of an MCP) would create a significant workload issue, given the limited permit requirements in the draft DDO26 and Council's advice that the discretionary 7.5 metre maximum building height in the existing DDO1 generates few applications.

Ms Wright advised that the proposal for an MCP arose from the consideration of submissions and was not an approach initially sought by Barwon Water. Ms Wright noted that MCPs are used elsewhere in Torquay and that Barwon Water wants to achieve certainty about built form outcomes. Ms Wright was unsure how MCPs are amended or revoked.

Ms Wright also advised that apart from building heights, the MCP would address:

- Minimum boundary setbacks
- Maximum boundary setbacks
- Boundary fence treatments
- Landscape treatments for lots abutting exterior site boundaries, open space areas and reserves.

The Panel asked why these other built form issues had not been included in the draft DDO prepared by Council. Ms Wright advised that the specific controls had not yet been developed.

The Panel raised a number of issues related to the use of MCPs to manage built form during the Directions Hearing and Main Hearing, including:

- the established practice that built form controls reside in the planning and building systems
- the lack of transparency and scrutiny associated with built form controls that are outside these systems
- the prospect that MCP controls will need to be mandatory, unless there is some form of decision making process for discretionary controls²
- the difficulty in amending or removing MCP controls
- uncertainties about the ongoing enforcement of MCPs
- the possible disconnect and lack of alignment between ‘fixed’ mandatory controls in MCPs and evolving strategic planning for an area.

The Panel also highlighted a general concern that reliance on an MCP to address issues raised in submissions could be problematic because of the lack of certainty about whether and how these issues will be addressed. This would be particularly so where the MCP has not been drafted and has not been available for review and comment, yet is relied upon as the basis for responding to and addressing submissions.

In the case of this proposal, the key built form issues raised in submissions relate to building heights. The other built form controls intended for the MCP were not raised in submissions and are largely irrelevant to the issues before the Panel. Nevertheless, the Panel notes that there seems to be support amongst submitters for an MCP, even though most of the MCP content is yet to be developed.

In light of these factors, the Panel does not believe that an MCP is a suitable mechanism to address the building height issues raised in submissions. The Panel prefers that Council use an established VPP tool (the DDO) to address these issues.

Whether or not Barwon Water applies an MCP is a matter for Barwon Water. In terms of the Panel’s role, its recommendations need to provide certainty and transparency about the outcomes that are sought, and the appropriate means to do this is through a VPP tool and not through an MCP.

The Panel was not persuaded that the use of an MCP as sought by Council and Barwon Water is a sensible or beneficial approach, or that it is justified by a concern that there might be a minor and temporary increase in Council workloads associated with administering a DDO for the site. For these reasons, the Panel does not support the inclusion of the ‘new’ condition (condition 12) sought by Council and Barwon Water that requires an MCP to be prepared and has deleted it from the recommended permit conditions at Appendix C of this report.

(iii) Design and Development Overlay Schedule 26

As discussed earlier, the Panel directed that Council prepare a DDO schedule (DDO26) that would achieve the outcomes sought in the proposed Design Guidelines. The Panel also directed that Council circulate the schedule to submitters and invite comments.

² Barwon Water advised that an “*architectural review process*” would be established to deal with “*discretionary guidelines*”, including an “*Architectural Design Committee*”. The details of these processes are yet to be developed.

The draft DDO26 only addressed building height controls and did not include any provisions relating to the other built form issues that Barwon Water intends to regulate through its MCP.

Two submitters responded to the draft DDO26:

- The Peeters did not support the use of a DDO *“in lieu of design guidelines and/or MCP”*. They preferred mandatory controls over discretionary controls, citing concerns the uncertainty associated with discretionary controls. They also noted that design guidelines are *“common practice”* in the area.
- Lucas Nutbean and Eugenie Rutherford did not raise issues with the building height controls but sought further clarification about subdivision controls.

For the reasons outlined earlier, the Panel does not support the submissions by the Peeters and recommends that the draft DDO26 included at Appendix B be adopted by Council. The Panel has made some minor changes to the schedule drafted by Council in order to improve its clarity.

The Panel does not believe that applying the DDO26 as part of the Amendment raises any ‘transformation’ or ‘natural justice’ issues given that:

- the prospect of using a DDO was discussed with Council and Barwon Water at the Directions Hearing, and they were invited to make submissions on the use of a DDO at the Panel Hearing
- the draft DDO26 was prepared by Council in consultation with Barwon Water
- all submitters were provided with the draft DDO26 and invited to provide comment prior to the Panel Hearing.

3.10 Other issues

3.10.1 Planning permit conditions

The exhibited planning permit contained conditions relating to the use of recycled water (conditions 42 and 43) initially required by Barwon Water. Ms Hose advised that these conditions are no longer required and have been deleted from the planning permit.

The Panel supports this change and notes that the conditions have been deleted from the recommended planning permit at Appendix C.

3.10.2 Consequential changes to the Amendment

The Panel directed that Council identify whether any consequential changes (such as Map 2 in Clause 21.08 and Map 1 in Clause 22.09) should be included in the Amendment.

Ms Hose advised that consequential changes to Map 1 in Clause 22.09 were exhibited as part of the Amendment, but also proposed *“an additional change to add 85 Grossmans Road (Former Torquay Basin) or similar description to the list “General Residential/Mixed Density/Moderate Change” in Table 1 to Clause 22.09 to make its inclusion clear”*.

The Panel is satisfied that the exhibited revision to Map 1 is adequate and that there is no need to refer to the Amendment site in Table 1.

Ms Hose also advised that Council supported altering Map 2 at Clause 21.08 *“to include 85 Grossmans Road in the General Residential (Mixed Density) category to be consistent with Clause 22.09”*.

This change will ensure that the two maps are consistent and is supported by the Panel.

3.11 Recommendations

Adopt Amendment C106 to the Surf Coast Planning Scheme as exhibited, subject to:

- 3 Applying the Design and Development Plan Overlay Schedule 26 (included at Appendix B of the Panel’s report) to the Amendment site.**
- 4 Changing Map 2 at Clause 21.08 to include the Amendment site in the General Residential (Mixed Density) designation.**

Approve Planning Permit Application 15/0485 in accordance with the permit conditions included at Appendix C of the Panel’s report.

Appendix A Submitters to the Amendment

No.	Submitter
1	VicRoads
2	S Aleksandrowicz
3	G and C Robinson
4	G and C Dawson
5	F Van Dyke
6	L Nutbean and E Rutherford
7	S and R Stewart
8	A and G Gardiner
9	J and R Peeters

Appendix B Panel's recommended Design and Development Overlay Schedule

[Tracked Added](#)

~~Tracked Deleted~~

SCHEDULE 26 TO THE DESIGN AND DEVELOPMENT OVERLAY

Shown on the planning scheme map as **DDO26**.

FORMER WATER BASIN SITE - GROSSMANS ROAD, TORQUAY

1.0 Design objectives

To encourage building design that respects and contributes to Torquay's coastal character and complements the streetscape.

To provide for the development of the site in a manner which is compatible with the surrounding residential development.

To minimise the visual prominence of development when viewed from the streetscape and adjoining properties, having regard to building height [and siting](#).

To ensure the height of buildings is compatible with the existing scale and character of dwellings within the streetscape and neighbourhood.

2.0 Buildings and works

A permit is not required to construct a building or construct or carry out works other than to construct a building which is:

- Within 9 metres of the estate's southern boundary ~~exceeding and exceeds~~ a maximum height of 4 metres above [the](#) finished site levels ~~at that location~~.
- More than 6.5 metres above [the](#) finished site levels on lots at the estate's southern boundary.
- More than 7.5 metres on the balance of the estate.

(excluding any television antenna, chimney, flue or solar panels)

Requirements

All new building and works that require a permit should meet the following requirements:

Building height

- Buildings should not exceed a height of 4 metres above finished site levels within 9 metres of the southern lot boundary (Lots 314 to 325 of the Spiire Concept Plan of Subdivision Drawing No 1014/110).
- Buildings should not exceed a maximum height of 6.5 metres above finished levels on lots at the estates southern boundary (Lots 314 to 325 of the Spiire Concept Plan of Subdivision Drawing No 1014/110).
- Buildings should not exceed a maximum height of 7.5 metres above finished site levels on the balance of the estates.

3.0 Subdivision

A permit is not required to subdivide land.

4.0 Decision guidelines

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

- The design objectives of this schedule.
- The impact of the proposed buildings and works on existing dwellings as a result of the design, siting, height, size and bulk.
- Whether opportunities exist to avoid a building being visually obtrusive by the use of alternative building designs, including split level and staggered building forms that follow the finished site levels of the land and reduce the need for site excavation or filling.

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- ~~• The objectives, standards and decision guidelines of Clause 54 and Clause 55.~~

Appendix C Panel's recommended planning permit

[Tracked Added](#)

~~Tracked Deleted~~

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PLANNING PERMIT

Permit No: 15/0485

Planning scheme: Surf Coast Shire
Responsible authority: Surf Coast Shire

GRANTED UNDER section 96I OF THE
PLANNING AND ENVIRONMENT ACT
1987

ADDRESS OF THE LAND: 85 GROSSMANS ROAD AND 14 SEA BREEZE DRIVE TORQUAY

THE PERMIT ALLOWS: STAGED MULTI-LOT SUBDIVISION, VEGETATION REMOVAL AND ASSOCIATED WORKS

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

Overall Plan

1. Before the plan of subdivision for the first stage is certified under the Subdivision Act 1988, 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 then form part of the permit. The plans must be drawn to scale with dimensions the three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - a) Staging of the subdivision, including the staging of the vesting of reserves and the delivery of stormwater management works (i.e. retarding basins). Any reserves must not be vested prior to the completion of all stormwater management works, in accordance with the endorsed stormwater management plan, within that area
 - b) Functional layout of carriageway, parking bays, footpaths, cycle paths/shared paths, crossovers and traffic control devices
 - c) Typical cross-sections for each street type
 - d) ~~Identify potential m~~ Multi-dwelling lots
 - e) ~~Identify t~~ The location for bin collection from lots with an abuttal to a rear laneway
 - f) ~~Identify t~~ The location of existing native vegetation to be retained and removed.

Amended Plans

2. Before the plan of subdivision for each stage is certified under the Subdivision Act 1988, 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 then form part of the permit. The plans must be drawn to scale with dimensions ~~the~~ 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) All bearings, distances, levels, street names, lot numbers, lot sizes, reserves and easements
 - b) Easements in favour of Surf Coast Shire to the satisfaction of the responsible authority
 - c) Naming of the streets shall be in accordance with Surf Coast Shire Place Naming Policy (SCS-004, 2011) and Place Naming Guidelines (MPP-003, 2011) (or superseding documents)

Endorsed Plans

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

Staging

4. The subdivision must generally proceed in the order of stages as shown on the endorsed plans unless otherwise agreed in writing by the Responsible Authority.

Stormwater Management Plan

5. Before the plan of subdivision, for the first stage containing a lot which cannot be drained to an existing Council reticulated stormwater system, is certified under the Subdivision Act 1988, a stormwater 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 ensure that stormwater and drainage discharge from the development site meets current best practice performance objectives for stormwater (Urban Stormwater Best Practice Environmental Management Guidelines (CSIRO 1999)) and must include:
 - a) A construction site plan that incorporates the stormwater management measures to be implemented during the construction phase of the development and outlines in detail how stormwater is to be managed, including sediment controls, during both the land development phase and the building phase. The plan should have regard to the Construction Techniques for Sediment Pollution Control (EPA 1991) and Environmental Guidelines for Major Construction Sites (EPA 1995). The management controls are to be regularly monitored and maintained
 - b) Maintenance responsibilities, requirements and costs for the stormwater infrastructure installed

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- c) Staging of the delivery of stormwater management infrastructure, including temporary infrastructure
- d) The temporary treatment or protection of final treatment facilities for stormwater during the construction phase of the development with the final wetland construction and landscaping completed prior to the issue of the Statement of Compliance for the last stage of the development
- e) Maintenance of the stormwater treatment facilities for 2 years after the Certificate of Practical Completion is issued for the final stage of the development, excluding hard Civil Works (i.e. concrete works, pipes and structures) that will otherwise have a maintenance period of 3 months.

Drainage

- 6. Each lot shown on the endorsed plans must be drained to the satisfaction of the responsible authority.

Landscape Plans

- 7. Before the commencement of works a Landscape Master Plan for the estate 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 include:
 - a) Street tree planting themes
 - b) Location of pathways within areas of open space
 - c) Identification of equipment/facilities to be provided within each area of public open space
- 8. Before the commencement of landscape works for each stage Detailed Landscape Plans for that stage 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 endorsed Landscape Master Plan and must include, as appropriate:
 - a) A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant.
 - b) Species are to be to the satisfaction of the responsible authority.
 - c) Where the plan includes the planting of species from the family Myrtaceae, the plan must specify appropriate measures to control the introduction and spread of the disease Myrtle Rust (*Uredo rangelii*), such as quarantining of plants and inspections prior to planting.
 - d) Shade trees to be provided within open space areas.

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- e) Site works specification and method of preparing, draining, watering and maintaining the landscaping.
- f) Fencing details for any lot boundary abutting a public open space reserve. The fencing style should predominantly be visually permeable.
- g) For all hard landscape elements the use of suitable sustainable materials (ie recycled, reusable and recyclable, low embodied energy).
- h) A schedule of arboricultural works to be undertaken on existing trees to be retained.
- i) For any swale drain, a typical cross section.
- j) For a stage including public open space, the location and design details of all landscape features including circulation paths, park furniture, including a shelter, access points and linkages.
- k) ~~For a stage including a~~ drainage reserve.
- l) Concept design of the wetland and detention basins.
- m) Species to be planted within the wetland to discourage people from entering the wetland and for proper functioning. This should be in accordance with Melbourne Water Guidelines.

Landscape Maintenance

- 9. The landscape plantings for each stage must be maintained for a period of 2 years after the issue of the Statement of Compliance for the relevant stage of the subdivision to the satisfaction of the Responsible Authority. Any damage to landscaping works during this time, including diseased plants and vandalism, must be rectified at the cost of the developer to the satisfaction of the Responsible Authority.
- 10. Declared noxious weeds and pest animals are to be controlled across the development site and during the 2 year maintenance period as per the responsibilities of the land owner under Section 20 of the Catchment and Land Protection Act 1994, namely that the land owner must take all reasonable steps to: prevent the spread of, and as far as possible, eradicate established pest animals; eradicate regionally prohibited weeds, and prevent the growth and spread of regionally controlled weeds.

Construction Management Plan

- 11. Prior to the commencement of works 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:
 - a) Measures to minimise the impact of construction vehicles arriving at, queuing and departing from the land

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- b) Measures to accommodate the private vehicles of workers/tradespersons on site away from existing dwellings. ~~with t~~he surface of any such car park area is to be treated to prevent dust causing loss of amenity to the neighbourhood
- c) Details of the location of all construction equipment and facilities, including delivery points, storerooms, toilets, temporary offices and workers' facilities
- d) ~~To comply with~~ EPA requirements in terms of noise management
- e) Measures to minimise the generation and dispersal of dust
- f) Details of a 24 hour hotline for access to a contact person or project manager accountable for the project and compliance with the CMP
- g) Arrangements for waste collection and other services to be provided during construction. All waste and debris collected on site during the period of construction is to be removed off site. Waste, including vegetation, must not be burnt on site
- h) Bulk earthworks must be undertaken in a manner that minimises soil erosion. Exposed areas of soil must be stabilised to prevent, mitigate and minimise soil erosion as much as practically possible.
- i) Measures to control dust and sediment laden run-off.
- j) Measures to limit the importation of weeds and Cinnamon Fungus onto the site through appropriate cleaning of machinery and other vehicles prior to entering the site.
- k) Details of the haul route for transport of excess materials from the site and delivery of materials to the site.
- l) Inspection and documentation of haul route with a representative of the Responsible Authority to audit condition of haul route prior to and post construction with any damage identified to be rectified by the contractor at their expense.
- m) Protection of Council assets, including roads.
- n) Details of tree protection zones around vegetation nominated to be retained.

~~Design Guidelines~~

~~12. Prior to Certification of the Plan of Subdivision, Design Guidelines for the development of the estate to the satisfaction of the Responsible Authority shall be submitted to and approved by the Responsible Authority. When approved, the guidelines will be incorporated into a Memorandum of Common Provisions on the title. The guidelines must include, but not be limited to, identification of:~~

- ~~a) Maximum height restrictions~~
- ~~b) Minimum boundary setbacks~~
- ~~c) Maximum boundary setbacks~~
- ~~c) Boundary fence treatments~~
- ~~d) Landscape treatments for lots abutting exterior site boundaries, open space areas, reserves.~~

The guidelines, at a minimum, must specify the following:

- ~~1) Any element of a proposed building within 9 metres of the estate's southern boundary must not exceed a single storey (to a maximum height of 4 metres above finished site levels) at that location.~~
- ~~2) Dwellings on the estate's eastern boundary are to be designed to limit overlooking existing neighbouring dwellings at Eaton Road, Torquay.~~
- ~~3) Maximum building height limit of 6.5 metres above finished site levels for dwellings on the estate's southern boundary and 7.5m limit for all other dwellings on the balance of the estates.~~
- ~~4) Medium density developments will be assessed against Clause 55 - ResCode~~

Construction Plans

~~12~~¹³. Before any construction works associated with the subdivision start, detailed construction plans to the satisfaction of the Council must be submitted to and approved by the Council. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must include:

- a) Fully sealed road pavements and concrete footpaths to widths set out on the approved typical cross sections and functional layout plans
- b) Intersection treatments as determined through a Road Design Safety Audit
- c) Underground drains and stormwater treatment infrastructure (as required under the endorsed Stormwater Management Plan)
- d) Street lighting including energy efficient street lamps
- e) Street signs
- f) Fire hydrants

All works constructed or carried out must be in accordance with those plans.

Site Fencing

~~13~~¹⁴. Prior to the commencement of works the developer shall remove the existing boundary fencing and provide a replacement 1.8m high timber fence at ~~their~~ the developer's cost.

Site Levels

~~14~~¹⁵. Before the commencement of works a plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority detailing the finished site levels. The plan must be generally in accordance with the Spiire plans 302257G1-1 (Rev. A) and 302257G1-2 (Rev. A) and dated 11/05/2016.

Fill material

~~15~~¹⁶. The filling of the land using imported material must be undertaken using only clean fill that is free from contaminants at levels above standards for residential use. At the reasonable request of the responsible authority, the owner shall provide test evidence that certifies that the fill material is not contaminated to the satisfaction of the responsible authority.

Prior to Statement of Compliance

1617. Prior to the issue of a Statement of Compliance under the Subdivision Act 1988 for each stage of the subdivision, the applicant must provide:

- a) Road works, including footpaths
- b) Drainage
- c) Landscaping in accordance with the endorsed landscape plans
- d) Boundary fencing to all lots with a side or rear boundary to an open space reserve
- e) Street lighting and street signs
- f) All vehicle crossings where shown on the endorsed plans to be constructed
- g) Re-compaction of all uncompacted fill material to a minimum of 95% Standard Compaction. Testing shall be undertaken by a NATA registered laboratory with results provided to the responsible authority as soon as they become available
- h) Asset information in digital format to include drainage data as per "D-Spec" the Consultant/Developer Specifications for the delivery of drainage data to Local Government

Haul Route

1718. Prior to the issue of the Statement of Compliance for the final stage is issued the applicant must rectify any damage to the haul route to the satisfaction of the responsible authority.

Section 173 Agreement

1819. Before a statement of compliance is issued under the Subdivision Act 1988 the owner must enter into an agreement with the responsible authority made pursuant to section 173 of the Planning and Environment Act 1987, and make application to the Registrar of Titles to have the agreement registered on title to the land under section 181 of the Act, which provides for the following:

- a) Any lot created by the approved subdivision shall not be further subdivided to create additional lots or developed by more than one dwelling, other than a lot identified on the endorsed plan as a potential multi-dwelling site (i.e. Super lot).
- b) Boundary fences adjoining a municipal reserve must be maintained by the owners of the said lot in good condition and without alteration to their design and/or visual appearance.
- c) Vehicle access to a lot through a municipal reserve is prohibited unless with the prior written consent of the Responsible Authority.
- d) Any lot with an abuttal to a rear laneway, in addition to any front or side street, must obtain vehicle access from the rear laneway and must not obtain vehicle access from the front street.

- e) Any lot with an abuttal to a rear laneway, on the designated collection day must place bins in the location identified on the plans endorsed under Condition 3. On any other day the bins must be stored screened from view from any street.

The owner must pay the reasonable costs of the preparation, execution and registration of the section 173 agreement.

Open Space Contributions

1920. Prior to the issue of a Statement of Compliance the owner of the subject land must provide a public open space contribution equivalent to ten (10) per cent comprising a combination of land and cash contribution to the satisfaction of the responsible authority.

Development Contributions

2021. A Development Infrastructure Levy must be paid to the Collecting Agency (Surf Coast Shire Council) based on the net change in demand units in accordance with the provisions of the incorporated Torquay – Jan Juc Development Contributions Plan applying to the land. The payment must be made after certification of the relevant plan of subdivision but not more than 21 days before a Statement of Compliance is issued under the Subdivision Act 1988.

Telecommunication Services

2122. The owner of the land must enter into an agreement with:

- a) a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
- b) a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network (NBN) will not be provided by optical fibre.

2223. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:

- a) a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
- b) a suitably qualified person that fibre ready telecommunications facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre."

CFA Conditions

2324. Operable hydrants, above or below ground, must be provided to the satisfaction of CFA.

- ~~24~~²⁵. The maximum distance between these hydrants and the rear of all building envelopes (or in the absence of the building envelope, the rear of all lots) must be 120m and hydrants must be no more than 200m apart.
- ~~25~~²⁶. Hydrants must be identified as specified in 'Identification of Street Hydrants for Firefighting purposes' available under publications on the Country Fire Authority website (www.cfa.vic.gov.au).
- ~~26~~²⁷. Roads must be constructed to a standard so that they are accessible in all weather conditions and capable of accommodating a vehicle of 15 tonnes for the trafficable road width.
- ~~27~~²⁸. The average grade must be no more than 1 in 7 (14.4%) (8.1 degrees) with a maximum of no more than 1 in 5 (20%) (11.3 degrees) for no more than 50 metres. Dips must have no more than 1 in 8 (12%) (7.1 degree) entry and exit angle.
- ~~28~~²⁹. Roads must have a minimum trafficable width of:
- a) 5.5m if parking is prohibited on one or both sides of the road;
 - b) 7.3m where parking is allowable on both sides of the road.
- ~~29~~³⁰. Roads more than 60m in length from the nearest intersection must have a turning circle with a minimum radius of 8m (including roll-over kerbs if they are provided) T or Y heads of dimensions specified by the CFA may be used as alternatives.
- ~~30~~³¹. Any road with a trafficable width (Kerb to Kerb) less than 7.3 metres, must have 'no Standing' signage and/or appropriate on-road line markings installed to clearly identify that parking is only allowed on one side of the roadway.

Powercor Conditions

- ~~31~~³². The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act
- ~~32~~³³. The applicant shall provide an electricity supply to all lots in the subdivision In accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor. (A payment to cover the cost of such work will be required). In the event that a supply is not provided the applicant shall provide a written undertaking to Powercor Australia Ltd that prospective purchasers will be so informed.
- ~~33~~³⁴. The applicant shall, where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor.
- ~~34~~³⁵. The applicant shall set aside on the plan of subdivision for the use of Powercor Australia Ltd reserves and/or easements satisfactory to Powercor Australia Ltd where any electric substation (other than a pole mounted type) is required to service the subdivision. Alternatively, at the discretion of Powercor Australia Ltd a lease(s) of the site(s) and for easements for associated powerlines, cables and access ways shall be provided. Such a lease

shall be for a period of 30 years at a nominal rental with a right to extend the lease for a further 30 years. Powercor Australia Ltd will register such leases on the title by way of a caveat prior to the registration of the plan of subdivision.

3536. The applicant shall provide easements satisfactory to Powercor Australia Ltd where easements have not been otherwise provided, for all existing Powercor Australia Ltd electric lines on the land and for any new powerlines required to service the lots and adjoining land, save for lines located, or to be located, on public roads set out on the plan. These easements shall show on the plan an easement(s) in favour of Powercor Australia Ltd for Powerline Purpose & pursuant to Section 88 of the Electricity Industry Act 2000.

3637. The applicant shall obtain Powercor Australia Ltd approval for a lot boundary within any area affected by an easement for a powerline and for the construction of any works in such an area.

3738. The applicant shall provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.

Barwon Water Condition

3839. The plan of subdivision must be referred to Barwon Water in accordance with the Subdivision Act 1988 and any subsequent amendments to the plan provided to Barwon Water.

3940. The payment of New Customer Contributions for each additional lot created and/of each additional metered connection for water supply within the subdivision.

4041. Reticulated water mains are required to service the proposed development. New water mains are to connect to existing water mains in Grossmans Road.

4142. The provision and Installation of Individual water services to all lots in the subdivision in accordance with Barwon Water requirements and Victorian Plumbing Regulations.

Note that tapings and services are not to be located under existing or proposed driveways.

4243. The payment of New Customer Contributions for each additional lot created and/or each additional metered connection for recycled water supply within the subdivision.

4344. The payment of New Customer Contributions for sewer for each additional lot created and/or each additional metered connection within the subdivision.

Expiry of Permit

4445. This permit will expire if one of the following circumstance applies:

- a) The plan of subdivision for the first stage is not certified under the Subdivision Act 1988 within two years of the date of this permit.
- b) The subdivision is not completed within five years after the certification of the plan of subdivision for the first stage under the Subdivision Act 1988.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within three months afterwards.

**3.2 Adoption of Combined Planning Scheme Amendment C106 and Planning Permit
Application 15/0485 - Barwon Water Site, Torquay**

APPENDIX 2 PANEL'S RECOMMENDATION - DDO SCHEDULE 26

SCHEDULE 26 TO THE DESIGN AND DEVELOPMENT OVERLAY

Shown on the planning scheme map as **DDO26**.

FORMER WATER BASIN SITE - GROSSMANS ROAD, TORQUAY

1.0 Design objectives

To encourage building design that respects and contributes to Torquay's coastal character and complements the streetscape.

To provide for the development of the site in a manner which is compatible with the surrounding residential development.

To minimise the visual prominence of development when viewed from the streetscape and adjoining properties, having regard to building height and siting.

To ensure the height of buildings is compatible with the existing scale and character of dwellings within the streetscape and neighbourhood.

2.0 Buildings and works

A permit is not required to construct a building or construct or carry out works other than to construct a building which is:

- Within 9 metres of the estate's southern boundary ~~exceeding and exceeds~~ a maximum height of 4 metres above ~~the finished site levels at that location~~.
- More than 6.5 metres above ~~the~~ finished site levels on lots at the estate's southern boundary.
- More than 7.5 metres on the balance of the estate.

(excluding any television antenna, chimney, flue or solar panels)

Requirements

All new building and works that require a permit should meet the following requirements:

Building height

- Buildings should not exceed a height of 4 metres above finished site levels within 9 metres of the southern lot boundary (Lots 314 to 325 of the Spiire Concept Plan of Subdivision Drawing No 1014/110).
- Buildings should not exceed a maximum height of 6.5 metres above finished levels on lots at the estates southern boundary (Lots 314 to 325 of the Spiire Concept Plan of Subdivision Drawing No 1014/110).
- Buildings should not exceed a maximum height of 7.5 metres above finished site levels on the balance of the estates.

3.0 Subdivision

A permit is not required to subdivide land.

4.0 Decision guidelines

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

- The design objectives of this schedule.
- The impact of the proposed buildings and works on existing dwellings as a result of the design, siting, height, size and bulk.
- Whether opportunities exist to avoid a building being visually obtrusive by the use of alternative building designs, including split level and staggered building forms that follow the finished site levels of the land and reduce the need for site excavation or filling.
- ~~The objectives, standards and decision guidelines of Clause 54 and Clause 55.~~

**3.2 Adoption of Combined Planning Scheme Amendment C106 and Planning Permit
Application 15/0485 - Barwon Water Site, Torquay**

APPENDIX 3 PANEL'S RECOMMENDATION - PLANNING PERMIT

PLANNING PERMIT

Permit No: 15/0485

Planning scheme: Surf Coast Shire
Responsible authority: Surf Coast Shire

GRANTED UNDER section 96I OF THE
PLANNING AND ENVIRONMENT ACT
1987

ADDRESS OF THE LAND: 85 GROSSMANS ROAD AND 14 SEA BREEZE DRIVE TORQUAY

THE PERMIT ALLOWS: STAGED MULTI-LOT SUBDIVISION, VEGETATION REMOVAL AND ASSOCIATED WORKS

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

Overall Plan

1. Before the plan of subdivision for the first stage is certified under the Subdivision Act 1988, 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 then form part of the permit. The plans must be drawn to scale with dimensions the three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - a) Staging of the subdivision, including the staging of the vesting of reserves and the delivery of stormwater management works (i.e. retarding basins). Any reserves must not be vested prior to the completion of all stormwater management works, in accordance with the endorsed stormwater management plan, within that area
 - b) Functional layout of carriageway, parking bays, footpaths, cycle paths/shared paths, crossovers and traffic control devices
 - c) Typical cross-sections for each street type
 - d) ~~Identify potential m-~~ Multi-dwelling lots
 - e) ~~Identify t-~~ The location for bin collection from lots with an abuttal to a rear laneway
 - f) ~~Identify t-~~ The location of existing native vegetation to be retained and removed.

Amended Plans

2. Before the plan of subdivision for each stage is certified under the Subdivision Act 1988, 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 then form part of the permit. The plans must be drawn to scale with dimensions ~~the~~ 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) All bearings, distances, levels, street names, lot numbers, lot sizes, reserves and easements
 - b) Easements in favour of Surf Coast Shire to the satisfaction of the responsible authority
 - c) Naming of the streets shall be in accordance with Surf Coast Shire Place Naming Policy (SCS-004, 2011) and Place Naming Guidelines (MPP-003, 2011) (or superseding documents)

Endorsed Plans

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

Staging

4. The subdivision must generally proceed in the order of stages as shown on the endorsed plans unless otherwise agreed in writing by the Responsible Authority.

Stormwater Management Plan

5. Before the plan of subdivision, for the first stage containing a lot which cannot be drained to an existing Council reticulated stormwater system, is certified under the Subdivision Act 1988, a stormwater 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 ensure that stormwater and drainage discharge from the development site meets current best practice performance objectives for stormwater (Urban Stormwater Best Practice Environmental Management Guidelines (CSIRO 1999)) and must include:
 - a) A construction site plan that incorporates the stormwater management measures to be implemented during the construction phase of the development and outlines in detail how stormwater is to be managed, including sediment controls, during both the land development phase and the building phase. The plan should have regard to the Construction Techniques for Sediment Pollution Control (EPA 1991) and Environmental Guidelines for Major Construction Sites (EPA 1995). The management controls are to be regularly monitored and maintained
 - b) Maintenance responsibilities, requirements and costs for the stormwater infrastructure installed

- c) Staging of the delivery of stormwater management infrastructure, including temporary infrastructure
- d) The temporary treatment or protection of final treatment facilities for stormwater during the construction phase of the development with the final wetland construction and landscaping completed prior to the issue of the Statement of Compliance for the last stage of the development
- e) Maintenance of the stormwater treatment facilities for 2 years after the Certificate of Practical Completion is issued for the final stage of the development, excluding hard Civil Works (i.e. concrete works, pipes and structures) that will otherwise have a maintenance period of 3 months.

Drainage

- 6. Each lot shown on the endorsed plans must be drained to the satisfaction of the responsible authority.

Landscape Plans

- 7. Before the commencement of works a Landscape Master Plan for the estate 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 include:
 - a) Street tree planting themes
 - b) Location of pathways within areas of open space
 - c) Identification of equipment/facilities to be provided within each area of public open space
- 8. Before the commencement of landscape works for each stage Detailed Landscape Plans for that stage 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 endorsed Landscape Master Plan and must include, as appropriate:
 - a) A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant.
 - b) Species are to be to the satisfaction of the responsible authority.
 - c) Where the plan includes the planting of species from the family Myrtaceae, the plan must specify appropriate measures to control the introduction and spread of the disease Myrtle Rust (*Uredo rangellii*), such as quarantining of plants and inspections prior to planting.
 - d) Shade trees to be provided within open space areas.

- e) Site works specification and method of preparing, draining, watering and maintaining the landscaping.
- f) Fencing details for any lot boundary abutting a public open space reserve. The fencing style should predominantly be visually permeable.
- g) For all hard landscape elements the use of suitable sustainable materials (ie recycled, reusable and recyclable, low embodied energy).
- h) A schedule of arboricultural works to be undertaken on existing trees to be retained.
- i) For any swale drain, a typical cross section.
- j) For a stage including public open space, the location and design details of all landscape features including circulation paths, park furniture, including a shelter, access points and linkages.
- k) ~~For a stage including a~~ drainage reserve.
- il) Concept design of the wetland and detention basins.
- im) Species to be planted within the wetland to discourage people from entering the wetland and for proper functioning. This should be in accordance with Melbourne Water Guidelines.

Landscape Maintenance

- 9. The landscape plantings for each stage must be maintained for a period of 2 years after the issue of the Statement of Compliance for the relevant stage of the subdivision to the satisfaction of the Responsible Authority. Any damage to landscaping works during this time, including diseased plants and vandalism, must be rectified at the cost of the developer to the satisfaction of the Responsible Authority.
- 10. Declared noxious weeds and pest animals are to be controlled across the development site and during the 2 year maintenance period as per the responsibilities of the land owner under Section 20 of the Catchment and Land Protection Act 1994, namely that the land owner must take all reasonable steps to: prevent the spread of, and as far as possible, eradicate established pest animals; eradicate regionally prohibited weeds, and prevent the growth and spread of regionally controlled weeds.

Construction Management Plan

- 11. Prior to the commencement of works 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:
 - a) Measures to minimise the impact of construction vehicles arriving at, queuing and departing from the land

- b) Measures to accommodate the private vehicles of workers/tradespersons on site away from existing dwellings. ~~with~~ The surface of any such car park area is to be treated to prevent dust causing loss of amenity to the neighbourhood
- c) Details of the location of all construction equipment and facilities, including delivery points, storerooms, toilets, temporary offices and workers' facilities
- d) ~~To comply with~~ EPA requirements in terms of noise management
- e) Measures to minimise the generation and dispersal of dust
- f) Details of a 24 hour hotline for access to a contact person or project manager accountable for the project and compliance with the CMP
- g) Arrangements for waste collection and other services to be provided during construction. All waste and debris collected on site during the period of construction is to be removed off site. Waste, including vegetation, must not be burnt on site
- h) Bulk earthworks must be undertaken in a manner that minimises soil erosion. Exposed areas of soil must be stabilised to prevent, mitigate and minimise soil erosion as much as practically possible.
- i) Measures to control dust and sediment laden run-off.
- j) Measures to limit the importation of weeds and Cinnamon Fungus onto the site through appropriate cleaning of machinery and other vehicles prior to entering the site.
- k) Details of the haul route for transport of excess materials from the site and delivery of materials to the site.
- l) Inspection and documentation of haul route with a representative of the Responsible Authority to audit condition of haul route prior to and post construction with any damage identified to be rectified by the contractor at their expense.
- m) Protection of Council assets, including roads.
- n) Details of tree protection zones around vegetation nominated to be retained.

Design Guidelines

- ~~12. Prior to Certification of the Plan of Subdivision, Design Guidelines for the development of the estate to the satisfaction of the Responsible Authority shall be submitted to and approved by the Responsible Authority. When approved, the guidelines will be incorporated into a Memorandum of Common Provisions on the title. The guidelines must include, but not be limited to, identification of:~~
- ~~a) Maximum height restrictions~~
 - ~~b) Minimum boundary setbacks~~
 - ~~c) Maximum boundary setbacks~~
 - ~~e) Boundary fence treatments~~
 - ~~d) Landscape treatments for lots abutting exterior site boundaries, open space areas, reserves.~~

~~The guidelines, at a minimum, must specify the following:~~

- ~~1) Any element of a proposed building within 9 metres of the estate's southern boundary must not exceed a single storey (to a maximum height of 4 metres above finished site levels) at that location.~~
- ~~2) Dwellings on the estate's eastern boundary are to be designed to limit overlooking existing neighbouring dwellings at Eaton Road, Torquay.~~
- ~~3) Maximum building height limit of 6.5 metres above finished site levels for dwellings on the estate's southern boundary and 7.5m limit for all other dwellings on the balance of the estates.~~
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Construction Plans

~~1213.~~ Before any construction works associated with the subdivision start, detailed construction plans to the satisfaction of the Council must be submitted to and approved by the Council. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must include:

- a) Fully sealed road pavements and concrete footpaths to widths set out on the approved typical cross sections and functional layout plans
- b) Intersection treatments as determined through a Road Design Safety Audit
- c) Underground drains and stormwater treatment infrastructure (as required under the endorsed Stormwater Management Plan)
- d) Street lighting including energy efficient street lamps
- e) Street signs
- f) Fire hydrants

All works constructed or carried out must be in accordance with those plans.

Site Fencing

~~1314.~~ Prior to the commencement of works the developer shall remove the existing boundary fencing and provide a replacement 1.8m high timber fence at ~~their~~ the developer's cost.

Site Levels

~~1415.~~ Before the commencement of works a plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority detailing the finished site levels. The plan must be generally in accordance with the Spiire plans 302257G1-1 (Rev. A) and 302257G1-2 (Rev. A) and dated 11/05/2016.

Fill material

~~1516.~~ The filling of the land using imported material must be undertaken using only clean fill that is free from contaminants at levels above standards for residential use. At the reasonable request of the responsible authority, the owner shall provide test evidence that certifies that the fill material is not contaminated to the satisfaction of the responsible authority.

Prior to Statement of Compliance

1617. Prior to the issue of a Statement of Compliance under the Subdivision Act 1988 for each stage of the subdivision, the applicant must provide:

- a) Road works, including footpaths
- b) Drainage
- c) Landscaping in accordance with the endorsed landscape plans
- d) Boundary fencing to all lots with a side or rear boundary to an open space reserve
- e) Street lighting and street signs
- f) All vehicle crossings where shown on the endorsed plans to be constructed
- g) Re-compaction of all uncompacted fill material to a minimum of 95% Standard Compaction. Testing shall be undertaken by a NATA registered laboratory with results provided to the responsible authority as soon as they become available
- h) Asset information in digital format to include drainage data as per "D-Spec" the Consultant/Developer Specifications for the delivery of drainage data to Local Government

Haul Route

1718. Prior to the issue of the Statement of Compliance for the final stage is issued the applicant must rectify any damage to the haul route to the satisfaction of the responsible authority.

Section 173 Agreement

1819. Before a statement of compliance is issued under the Subdivision Act 1988 the owner must enter into an agreement with the responsible authority made pursuant to section 173 of the Planning and Environment Act 1987, and make application to the Registrar of Titles to have the agreement registered on title to the land under section 181 of the Act, which provides for the following:

- a) Any lot created by the approved subdivision shall not be further subdivided to create additional lots or developed by more than one dwelling, other than a lot identified on the endorsed plan as a potential multi-dwelling site (i.e. Super lot).
- b) Boundary fences adjoining a municipal reserve must be maintained by the owners of the said lot in good condition and without alteration to their design and/or visual appearance.
- c) Vehicle access to a lot through a municipal reserve is prohibited unless with the prior written consent of the Responsible Authority.
- d) Any lot with an abuttal to a rear laneway, in addition to any front or side street, must obtain vehicle access from the rear laneway and must not obtain vehicle access from the front street.

- e) Any lot with an abuttal to a rear laneway, on the designated collection day must place bins in the location identified on the plans endorsed under Condition 3. On any other day the bins must be stored screened from view from any street.

The owner must pay the reasonable costs of the preparation, execution and registration of the section 173 agreement.

Open Space Contributions

1920. Prior to the issue of a Statement of Compliance the owner of the subject land must provide a public open space contribution equivalent to ten (10) per cent comprising a combination of land and cash contribution to the satisfaction of the responsible authority.

Development Contributions

2021. A Development Infrastructure Levy must be paid to the Collecting Agency (Surf Coast Shire Council) based on the net change in demand units in accordance with the provisions of the incorporated Torquay – Jan Juc Development Contributions Plan applying to the land. The payment must be made after certification of the relevant plan of subdivision but not more than 21 days before a Statement of Compliance is issued under the Subdivision Act 1988.

Telecommunication Services

2122. The owner of the land must enter into an agreement with:

- a) a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
- b) a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network (NBN) will not be provided by optical fibre.

2223. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:

- a) a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
- b) a suitably qualified person that fibre ready telecommunications facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre."

CFA Conditions

2324. Operable hydrants, above or below ground, must be provided to the satisfaction of CFA.

2425. The maximum distance between these hydrants and the rear of all building envelopes (or in the absence of the building envelope, the rear of all lots) must be 120m and hydrants must be no more than 200m apart.
2526. Hydrants must be identified as specified in 'Identification of Street Hydrants for Firefighting purposes' available under publications on the Country Fire Authority website (www.cfa.vic.gov.au).
2627. Roads must be constructed to a standard so that they are accessible in all weather conditions and capable of accommodating a vehicle of 15 tonnes for the trafficable road width.
2728. The average grade must be no more than 1 in 7 (14.4%) (8.1 degrees) with a maximum of no more than 1 in 5 (20%) (11.3 degrees) for no more than 50 metres. Dips must have no more than 1 in 8 (12%) (7.1 degree) entry and exit angle.
2829. Roads must have a minimum trafficable width of:
- a) 5.5m if parking is prohibited on one or both sides of the road;
 - b) 7.3m where parking is allowable on both sides of the road.
2930. Roads more than 60m in length from the nearest intersection must have a turning circle with a minimum radius of 8m (including roll-over kerbs if they are provided) T or Y heads of dimensions specified by the CFA may be used as alternatives.
3031. Any road with a trafficable width (Kerb to Kerb) less than 7.3 metres, must have 'no Standing' signage and/or appropriate on-road line markings installed to clearly identify that parking is only allowed on one side of the roadway.

Powercor Conditions

3132. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act
3233. The applicant shall provide an electricity supply to all lots in the subdivision In accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor. (A payment to cover the cost of such work will be required). In the event that a supply is not provided the applicant shall provide a written undertaking to Powercor Australia Ltd that prospective purchasers will be so informed.
3334. The applicant shall, where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor.
3435. The applicant shall set aside on the plan of subdivision for the use of Powercor Australia Ltd reserves and/or easements satisfactory to Powercor Australia Ltd where any electric substation (other than a pole mounted type) is required to service the subdivision. Alternatively, at the discretion of Powercor Australia Ltd a lease(s) of the site(s) and for easements for associated powerlines, cables and access ways shall be provided. Such a lease

shall be for a period of 30 years at a nominal rental with a right to extend the lease for a further 30 years. Powercor Australia Ltd will register such leases on the title by way of a caveat prior to the registration of the plan of subdivision.

3536. The applicant shall provide easements satisfactory to Powercor Australia Ltd where easements have not been otherwise provided, for all existing Powercor Australia Ltd electric lines on the land and for any new powerlines required to service the lots and adjoining land, save for lines located, or to be located, on public roads set out on the plan. These easements shall show on the plan an easement(s) in favour of Powercor Australia Ltd for Powerline Purpose & pursuant to Section 88 of the Electricity Industry Act 2000.

3637. The applicant shall obtain Powercor Australia Ltd approval for a lot boundary within any area affected by an easement for a powerline and for the construction of any works in such an area.

3738. The applicant shall provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.

Barwon Water Condition

3839. The plan of subdivision must be referred to Barwon Water in accordance with the Subdivision Act 1988 and any subsequent amendments to the plan provided to Barwon Water.

3940. The payment of New Customer Contributions for each additional lot created and/of each additional metered connection for water supply within the subdivision.

4041. Reticulated water mains are required to service the proposed development. New water mains are to connect to existing water mains in Grossmans Road.

4142. The provision and Installation of Individual water services to all lots in the subdivision in accordance with Barwon Water requirements and Victorian Plumbing Regulations.

Note that tapplings and services are not to be located under existing or proposed driveways.

4243. The payment of New Customer Contributions for each additional lot created and/or each additional metered connection for recycled water supply within the subdivision.

4344. The payment of New Customer Contributions for sewer for each additional lot created and/or each additional metered connection within the subdivision.

Expiry of Permit

4445. This permit will expire if one of the following circumstance applies:

- a) The plan of subdivision for the first stage is not certified under the Subdivision Act 1988 within two years of the date of this permit.
- b) The subdivision is not completed within five years after the certification of the plan of subdivision for the first stage under the Subdivision Act 1988.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within three months afterwards.

3.3 Amendment C85 - Waterways and Wetland Values / Flooding and Inundation

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

General Manager: Phil Rowland
File No: F13/327
Trim No: IC16/505

Appendix:

1. Summary of submission (D16/130922)
2. Schedule to the LSIO post exhibition (D16/130919)
3. Schedule to the ESO1 post exhibition (D16/130916)
4. Clause 21.03 Environmental Management Strategy post exhibition (D16/130931)

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 submissions received to Amendment C85 and resolve to refer the submissions and amended exhibition documents to an independent Panel pursuant to Part 8 of the Planning and Environment Act 1987.

Summary

Amendment C85 seeks to:

- extend the application of the Environmental Significant Overlay Schedule 1 to include all significant waterways in the Surf Coast Shire, with coverage reduced and standardised along currently protected waterways
- modify the application of the Flood and Land Subject to Inundation Overlays based on various hydrology studies, commissioned by the CCMA in 2013.

The amendment was publicly exhibited from 9 April 2015 to 11 May 2015. A total of (22) twenty two submissions were received, summarised as follows:

- Three (3) supported the amendment
- Eight (8) submissions were from referral authorities
- Five (5) objected to mapping, with changes requested
- Four (4) objected to the introduction of planning controls in general or requested changes beyond the scope of the amendment
- One (1) objected to the impact flooding changes could have on their property
- One (1) objected to the proposed reduction in controls.

Extensive remapping was undertaken by the CCMA for the Barwon River, Spring Creek and Wormbete Creek in response to submissions. Two (2) submissions were withdrawn as a result of the changes. It is recommended that all unresolved submissions, including proposed modifications to flood mapping and ordinance, be referred to an independent Panel.

Recommendation

That Council:

1. Receive and note the submissions received following exhibition of Amendment C85 to the Surf Coast Shire Planning Scheme.
2. Request the Minister for Planning appoint an independent Panel to consider Amendment C85 to the Surf Coast Shire Planning Scheme and refer all submissions to the Panel pursuant to Part 8 of the Planning and Environment Act 1987.
3. Endorse all the proposed mapping and wording changes made by officers following exhibition of Amendment C85 to the Surf Coast Shire Planning Scheme as Council's position for officers to present at an independent Panel Hearing.

3.3 Amendment C85 - Waterways and Wetland Values / Flooding and Inundation

Report

Background

Flood mapping

Flood mapping was first introduced into the Surf Coast Planning Scheme in 2005, based on information provided through the 'Flood Data Transfer Project' (undertaken by the Department of Natural Resources and Environment). That project provided flood data for the whole of Victoria, enabling the risks associated with flooding to be considered.

In 2013 the Corangamite Catchment Management Authority (CCMA - the flood authority for the Surf Coast Shire) completed localised hydrological and hydraulic studies for all or sections of some of the major waterways in the Surf Coast. The CCMA translated this mapping into flood/inundation overlays in 2015 to improve the accuracy of the flood overlays in the Surf Coast Planning Scheme. The CCMA also updated the wording within the flooding overlay schedules and Clause 21.03 'Environmental Management' to bring the controls up to date with current state policy.

The proposed mapping will result in an overall increase in the number of properties subject to a flooding overlay (+75 properties), but a proportion of property owners will experience a reduction or complete removal of an overlay from their property. The impacts to individual properties are outlined in table 1 below.

Flood Mapping changes	Properties currently affected	Properties affected by Amendment C85	Removal from their property	Increase on their property	Reduction on their property	Affected for first time
No of properties	1087	1162	50	134	237	125

Table 1: Changes proposed to Flood mapping through Amendment C85

For many landowners the public notification received for Amendment C85 was the first time they became aware that their property was subject to flood mapping in the Surf Coast Shire Planning Scheme. Public notice of the previous amendment, undertaken in 2005 (Amendment C7) was through an advertisement in the local newspaper only.

Waterways and wetlands

Four major waterways and numerous wetlands are currently covered by the Environmental Significance Overlay Schedule 1 (ESO1) to protect water quality and biodiversity values associated with aquatic systems. Amendment C85 seeks to extend the coverage of the ESO1 to cover all significant waterways and wetlands.

The amendment reduces the coverage of the ESO1 where it currently applies (often up to 100m either side of a waterway) and consistently apply the schedule 50m either side of larger creeks and 30m either side of lesser creeks. The impacts to individual properties are outlined in table 2 below (which includes Crown land – where most wetlands are situated).

Wetland/waterway Mapping changes	Properties currently affected	Properties affected by Amendment C85	Reduction on their property
No of properties	543	1552	248

Table 2: Changes proposed to wetland/waterway mapping through Amendment C85

Discussion

Flood and inundation mapping

A number of the submissions received to Amendment C85 related to flood mapping and a belief that the mapping did not correlate to their observations of how their property floods. As mentioned previously the mapping updates provided by the CCMA were in targeted areas only and submissions primarily related to creeks where the mapping was not being changed through the amendment.

Amendment C7 (undertaken in 2005) introduced flood mapping into the Surf Coast Planning Scheme and was based on state wide flood mapping. Although new, shire wide mapping would be beneficial at this time it is cost prohibitive and has only been undertaken in high priority areas. Following public exhibition of

3.3 Amendment C85 - Waterways and Wetland Values / Flooding and Inundation

Amendment C85 and in response to the submissions received, the CCMA completed flood mapping for the Barwon River, Spring Creek and Wormbete Creek.

Schedule and policy changes

The exhibition documents included modified versions of the flood schedules (FO and LSIO), the Environmental Significance Overlay Schedule 1 (ESO1) and the Environmental Management Strategy. The flood and strategy changes were prepared by the CCMA.

Submissions

The amendment was publicly exhibited from 9th April 2015 to 11th May 2015. A total of (22) twenty two submissions were received, summarised as follows:

- Three (3) supported the amendment
- Eight (8) submissions were from referral authorities
- Five (5) objected to mapping, changes requested
- Four (4) objected to the introduction of planning controls in general or requested changes beyond the scope of the amendment
- One (1) objected to impacts flooding changes could have on their property
- One (1) objected to the proposed reduction in controls.

The main support for the amendment relates to the protection and enhancement of the wetlands and waterways in the Surf Coast Shire.

Referral authorities either supported/had no objection to the amendment or requested minor exemptions within the overlay schedules to enable general maintenance to occur. The Country Fire Authority (CFA) objected to the amendment seeking stronger reference to the risks from bushfire within the amendment documents. Officers have been working closely with the CFA to modify the documents accordingly, should the amendment proceed to a panel.

Opponents to the amendment are generally concerned with the mapping of the Land Subject to Inundation Overlay, stating that the mapping is too extensive. One submission objected to the reduction of the ESO1 within the Painkalac Valley.

A more detailed summary of submissions which includes officer response is provided at Appendix 1.

Post Exhibition Changes

It has been some time since Amendment C85 was exhibited. During that time council officers have undertaken extensive consultation with submitters, the Department of Environment, Land, Water and Planning (DELWP), CFA and the CCMA to resolve as many submissions as possible.

In late 2015 Council also commissioned a planning consultant to undertake a peer review of the three amendments exhibited in early 2015 being C85, C81 and C96 which all related to either biodiversity or flooding. The consultant found that Amendment C85 was valid and suitable to proceed to an independent panel.

LSIO wording changes

Following public exhibition of Amendment C85, the LSIO schedule has been further modified. Additional exemptions have been included where the impacts of flooding do not need to be considered and to ensure consistency with the State Governments 'Revised Draft Floodplain Management Strategy' released in 2015.

None of the submissions queried the exhibited changes to the schedule to the LSIO and the modifications have not been re exhibited being minor and administrative in nature. The modified version of the LSIO should be referred to a panel for their consideration (refer attachment 2).

Flood Overlay (FO) and Land Subject to Inundation Overlay (LSIO) mapping changes

Site meetings and phone discussions were held with all submitters who objected to the flood mapping on their property. For many landowners this was their first introduction to the existence of planning controls on their site relating to flooding. The CCMA completed (or commissioned) new flood modelling and mapping to assist to resolve submissions. The mapping changes and explanatory letter was sent to all affected land owners. Two submissions were withdrawn based on these changes.

3.3 Amendment C85 - Waterways and Wetland Values / Flooding and Inundation

Schedule 1 to the Environmental Significance Overlay (ESO1) changes

A number of submissions received from referral authorities (and one submitter) requested wording changes within the ESO1. A modified version of the ESO1 has been prepared for consideration by an independent Panels (refer Appendix 3). The changes do not compromise the original objectives of the amendment and are minor in nature.

ESO1 Mapping Changes

One submission objected to the reduction of the mapped ESO1 occurring on a portion of Council owned land within the Painkalac Valley in Aireys Inlet. This is a mapping error which should be adjusted and referred to an independent Panel for consideration.

The submission also objected to the removal of the ESO4 (significant vegetation and habitat) from the Painkalac Valley proposed through Amendment C96 (being processed concurrently). A policy gap has occurred resulting from council abandoning Amendment C81 (a biodiversity amendment in the hinterland which sought to apply an ESO6 to the vegetation within the valley in conjunction with the deletion of the ESO4).

It is recommended that Amendment C85 extend the mapping of the ESO1 so that it applies to the land where the ESO4 is to be deleted. The relationship between the ESO1 and the Painkalac Valley is arguably stronger than the ESO4 or previously proposed ESO6, which focused on native vegetation alone. The whole of the valley (bounded by Bamba Road, Old Coach Road and Bimbadeen Drive) provides an important buffer between the creek environment and urban development. Although the introduced pasture grasses are of low environmental significance for their species diversity and value they provide an important nutrient and sedimentation filtration function which is critical to the health of the estuary.

The table below outlines a summary of submissions and officer's response outlining the proposed new position.

Issue	Officer response
Support for the amendment	
There is support for protecting and enhancing biodiversity values associated with aquatic systems (waterways and wetlands)	Support noted.
Referral authority comments	
<p><u>Exemptions for referral authorities</u> Barwon Water, Vic Roads and Vic Track all requested an exemption to be included in the ESO1 to enable them to undertake minor works or general operation of their service without the need for a permit.</p> <p><u>Wording changes</u> The DELWP, CCMA and CFA all requested minor wording adjustments to the ESO1 and 'Environmental</p>	<p><u>Exemptions for referral authorities</u> Clause 42.01 (Environmental Significance Overlay) which precedes the schedule provides an exemption for Vic Roads and Vic Track (no permit is required where works are undertaken under the Road Management Act and for the maintenance of existing railways). However Barwon Water is not covered by the exemption. Although there is an exemption for the maintenance of a utility installation in accordance with a code of practice approved by the Secretary of DELWP the code has not been developed by the state government to date.</p> <p>In the interim an exemption will need to be included in the schedule.</p> <p>A modified version of the ESO1 has been prepared utilising the wording from Clause 52.17 (native vegetation) and is located at appendix 3. Barwon Water supports the wording changes.</p> <p><u>Wording changes</u> Modified versions of the ESO1 and 'Environmental Management' strategy has been prepared to incorporate the requested changes and are located at appendix 3 and appendix 4.</p>

3.3 Amendment C85 - Waterways and Wetland Values / Flooding and Inundation

Issue	Officer response
<p>Management' strategy at Clause 21.03 for clarity and improvement purposes.</p> <p>The Wathaurung requested stronger links between the amendment and aboriginal cultural heritage.</p>	<p>The wording changes sought by the Wathaurung relates to wording within the Victoria Planning Provisions applying to all planning schemes across Victoria. These wording changes can only be made by the Minister for Planning (DEWLP) and is beyond the scope of this amendment.</p>
<p>Flood mapping for the Barwon River, Wormbete and Spring Creek</p>	
<p><u>Barwon River</u> One submission stated that the inundation mapping shown for the Barwon River is too extensive. The submitter provided photographic evidence taken during previous floods in support of the submission.</p>	<p><u>Barwon River</u> The hydrology studies undertaken for the Barwon River by GHD (on behalf of the CCMA) updated the flood mapping just south of the submitter's property. However in response to this submission the CCMA contracted consultants GHD to review the flood modelling and complete the missing sections of the Barwon River. The photographic flood evidence provided by the submitter was utilised in their remodelling.</p> <p>The new modelling was then translated into updated Flooding Overlay (FO) and Land Subject to Inundation Overlay (LSIO) mapping by the CCMA. The updated mapping was sent to all affected landowners in December 2015.</p>
<p><u>Wormbete and Spring Creek</u> Submitters are concerned that the flood mapping is not accurate and extends beyond observed flood extent.</p> <p>Landowners adjacent to the Wormbete Creek expressed concerns about the lack of community consultation in 2007 when the first flood schedules were introduced.</p>	<p>Amendment C85 is based on hydrology studies undertaken by the CCMA for a number of creeks across the Surf Coast Shire. However, many waterways, including the Spring and Wormbete Creek, were not included in these studies. Subsequently the mapping of the LSIO was not changed.</p> <p>For most landowners the letter informing them about Amendment C85 was their first introduction to current planning scheme controls relating to flooding. As a result the flood mapping of Spring and Wormbete Creek (although not being altered) was called into scrutiny by concerned landowners.</p> <p>Some landowners highlighted the inaccuracy of the current flood mapping and requested the extent of the LSIO be reviewed. In response to these submissions the CCMA completed additional flood mapping along the two waterways.</p> <p><u>Spring Creek</u> The Spring Creek is subject to the FO and the immediate surrounds is subject to the LSIO. Amendment C85 exhibited the removal of the FO but did not exhibit any changes to the extent of the LSIO. A number of landowners submitted that the extent of the LSIO was too extensive and did not accord with their observations of it's flooding over many years. In response to submissions the CCMA completed flood modelling of the creek updating the data previously obtained in 2007. The modelling informed the revised extent of the LSIO, with its coverage being greatly reduced and removed from properties in the higher reaches of the creek.</p> <p>The updated mapping was sent to all affected landowners in June 2015. Two submissions were withdrawn based on the revised mapping.</p> <p>The Spring Creek Precinct Structure Plan (PSP) recently considered by an independent Panel for Amendment C114 will not be adversely affected by Amendment C85, as the buffer to</p>

3.3 Amendment C85 - Waterways and Wetland Values / Flooding and Inundation

Issue	Officer response
	<p>the creek in the proposed ESO1 is less than the 75m either side of the creek proposed by the PSP and has a different purpose. The Panel report for Amendment C114 is due in January 2017.</p> <p><u>Wormbete Creek</u> The Wormbete Creek is subject to the LSIO and Amendment C85 did not exhibit any changes to the extent of the overlay schedule. A meeting was held on site with concerned landowners and following that meeting the CCMA undertook flood modelling of the creek updating the data previously obtained in 2007. The new modelling informed the revised extent of the LSIO, with its coverage greatly reduced and removed from many properties. This updated mapping was sent to all affected landowners in July 2015. Although landowners verbally expressed to Council officers that the revised mapping was more accurate no submissions were withdrawn.</p>
Biodiversity valleys in the Painkalac valley	
<p><u>Removal of the ESO4</u> One submission objected to the proposed removal of ESO4 from the valley (to be undertaken through Amendment C96) on the grounds that the valley forms an important part of the overall biodiversity of the township (with possible seed bank still present in the topsoil). If significant works were ever undertaken in the valley acid sulphate soils could be released into the estuarine system causing significant environmental damage.</p> <p><u>Mapping changes to the ESO1</u> The submission also queried why the ESO1 had been withdrawn from a small portion of Shire owned land.</p>	<p><u>Removal of the ESO4</u> Amendment C96 (being processed concurrently) seeks to remove the ESO4 from the Painkalac Valley with Amendment C81 replacing the schedule with an ESO6 (a similar control that protects biodiversity values, but applies on the outskirts of the township). Amendment C81 has been abandoned by Council and therefore the ESO6 will no longer be applied.</p> <p>It is recommended that the ESO1 be applied in conjunction with the removal of the ESO4 through amendment C96 to ensure the environmental qualities of the valley and associated estuary continue to be protected.</p> <p><u>Mapping changes to the ESO1</u> The ESO1 is to be retained on all areas of high biodiversity importance associated with the wetland/ estuary. Following a thorough examination of the mapping as part of the consideration of this submission an anomaly in the mapping has become apparent. A portion of land (owned by the Surf Coast Shire and subject to a conservation covenant) has been removed from the ESO1 by mistake but contains significant wetland/grassland vegetation. This mapping error should be corrected and the ESO1 extended to cover this area. The error impacts on Council owned land only.</p>

Financial Implications

There are no costs to Council to hear and consider submissions. Sufficient funds are available within the project budget should the amendment proceed to an independent Panel.

Council Plan

Theme	1 Environment
Objective	1.1 Preserve and enhance the natural environment
Strategy	Nil
Theme	5 Development and Growth
Objective	5.4 Transparent and responsive land use and strategic planning
Strategy	Nil

3.3 Amendment C85 - Waterways and Wetland Values / Flooding and Inundation

Policy/Legal Implications

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

An exemption to this requirement was granted by the Minister on the 21 September 2015 to enable Council and the CCMA to continue their efforts in resolve mapping issues raised by submitters.

All mapping changes have been made and mailed to landowners and the amendment process can now proceed in accordance with Ministerial Direction No.15.

In accordance with the Planning and Environment Act 1987 section 30, an amendment lapses two years after exhibition unless it is adopted or the Minister for Planning allows a longer period. In November 2016 Council sought and received approval from the Minister for Planning for consideration of Amendment C85. The amendment must be adopted by 9 April 2018 or it will lapse.

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 either:

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

Officer Direct or Indirect Interest

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

Risk Assessment

There are no risks to Council associated with referring the submissions to an independent Panel. Following receipt and consideration of the Panel Report, Council has the authority to either adopt or abandon the amendment.

There may be risks if Council elects to abandon the amendment specifically in relation to flood mapping as the planning scheme is currently informed by data incorporated into the scheme in 2007 which has now been superseded.

Social Considerations

Submitters have raised the importance of protecting our biodiversity assets and Amendment C85 seeks to protect and enhance significant waterways and wetlands in Surf Coast Shire.

Improvements to flood mapping will assist in minimising the risks to life and property.

Community Engagement

Amendment C85 was placed on public exhibition in accordance with the requirements of the Planning and Environment Act 1987. This included:

- sending notices to affected landowners
- placing notices in the Surf Coast Times and Government Gazette.

The amendment and supporting documents were available for viewing at the Council office, on Council's website and on the website of the Department of Environment, Land, Water and Planning.

Extensive consultation, phone calls and site visits have occurred post exhibition to explain the amendment and resolve as many submissions as possible.

Submitters were given an opportunity to address Council's Hearing of Submissions Committee on 17th January 2017. One submitter presented to the Committee.

3.3 Amendment C85 - Waterways and Wetland Values / Flooding and Inundation

Flood mapping changes

Flood mapping was amended for three waterways as a result of submissions, the Barwon River, Wormbete Creek and Spring Creek. The CCMA remodelled the flood regimes for these river systems and letters with updated mapping were sent to all affected landowners as follows:

- letter and map sent to landowners affected by exhibited flood mapping changes for the Barwon River (north of Winchelsea) – 22 December 2015
- letter and map sent to landowners affected by exhibited flood mapping changes for the Wormbete Creek – 9 July 2015
- letter and map sent to landowners affected by exhibited flood mapping changes for the Spring Creek – 22 June 2015 and 31 July 2015.

Wetland/waterway mapping & wording changes

The ESO1 was amended and modified mapping sent to the affected landowner on 10 June 2015. Proposed wording changes to the ESO1 has also been discussed with various parties in 2015-2016.

A letter was sent to the landowner affected by deletion of the ESO4 and proposed application of the ESO1 on 12 December 2016.

Environmental Implications

Amendment C85 seeks to enhance the protection of significant waterways and wetlands across the Surf Coast Shire and protect life and property through flooding controls.

Communication

All submitters were invited to attend and present at a Hearing of Submissions conducted on 17 January 2017. Submitters will be advised of Council's decision on the Amendment following the 24 January 2017 Council meeting.

Submitters will also be contacted by Planning Panels Victoria following the appointment of an independent Panel where relevant.

Conclusion

Amendment C85 is consistent with State and local policy in the Surf Coast Planning Scheme and will result in improved flood mapping and aquatic protection. The merits of the amendment and suggested mapping and wording changes can be further tested through an independent Panel process. It is therefore recommended that Council seek the appointment of an independent Panel by the Minister for Planning to consider all unresolved submissions.

3.3 Amendment C85 - Waterways and Wetland Values / Flooding and Inundation

APPENDIX 1 SUMMARY OF SUBMISSION

1. Referral Authorities

No.	Authority/Submitter	Summary of submission	Response
1	(S2) Wathaurung Aboriginal Corporation	No objection to the amendment. Concerned that proposed changes to the ESO1 may impact on assessments of buildings and works under the Aboriginal Heritage Regulations.	The Aboriginal Heritage Regulations apply independently of the planning scheme and requires a cultural heritage management plan for significant buildings or works within 200m of a waterway. The proposed changes to the ESO1 will not influence this process. Refer submission to panel.
2	(S3) Southern Rural Water	No objection	Submission noted.
3	(S6) Country Fire Authority	Objects to the amendment and is seeking stronger references within Clause 21.03, the 'Environmental Management' strategy, to the risks associated with bushfire.	An amended version of the 'Environmental Management' strategy has been prepared which incorporates the issues raised by the CFA. Refer submission and amended version of the strategy to panel.
4	(S10) Barwon Water	Supports the amendment subject to modifications being made to the ESO1.	An amended version of the 'ESO1' has been prepared which incorporates the requests made by Barwon Water. Barwon Water advised in writing on 20/12/15 that they are satisfied with the changes. Refer submission and amended version of the ESO1 to panel.
5	(S12) Corangamite Catchment Management Authority	Supports the amendment and requests minor wording changes to the ESO1.	An amended version of the 'ESO1' has been prepared which incorporates the requests made by the CCMA. Refer submission and amended version of ESO1 to panel.
6	(S14) Vic Roads	No objection to the amendment subject to modifications being made to the ESO1.	Clause 42.01-3, the head Clause to the ESO1 already includes the exemptions being sought by Vic Roads, changes to the schedule are therefore not required. Refer submission to panel.
7	(S16) Department Environment, Land, Water and Planning	Supports the amendment and requests minor wording changes to Clause 21.03, 'Environmental Management' strategy and the ESO1.	An amended version of the 'Environmental Management' strategy and the 'ESO1' has been prepared which incorporates the requests made by the DELWP. Refer submission and amended version of the strategy and ESO1 to panel.
8	(S21) VicTrack	Objects to / queries application of ESO1 close to railway line. Query / objection resolved and withdrawn 4/9/2015.	Clause 42.01-3, the head Clause to the ESO1 includes the exemptions being sought by VicTrack, changes to the schedule are therefore not required. VicTrack advised in writing on 4/9/15 that they were satisfied with this and their submission is considered withdrawn on this basis. Withdrawal noted.

2. Public Submissions

No.	Submitter	Type of submission	Summary of submission	Response
9	(S1) Bellbrae	Support	Supports the amendment	Submission noted
10	(S5) Aireys / Anglesea district	Support	Supports the amendment	Submission noted.
11	(S4) Jan Juc	Objection (withdrawn)	Objects to the mapping of the LSIO on their property on the grounds that it is too extensive.	<p><i>Issues with the current mapping of the LSIO on Spring Creek</i></p> <p>The mapping of the LSIO along Spring Creek was applied through Amendment C7 in 2005. Amendment C85 did not make any changes to its coverage. The amendment did however completely remove the Flood Overlay in acknowledgement of the fact that hydrology studies have not recently been undertaken for the Spring Creek.</p> <p>In response to a number of submissions - that highlighted the extensive coverage of the LSIO in this area, the CCMA reviewed the mapping. New modelling and mapping was undertaken which showed a significant reduction in the flood extent, completely removing the LSIO from a number of properties. A modified map with explanatory letter was sent to all affected landowners. Letters sent to landowners within the Spring Creek Urban Growth Zone (UGZ) [sent on 31st July 2015] varied slightly from the letter sent to landowners located outside this area [sent on 22nd June 2015] covering additional issues. The submitter's property is within the UGZ.</p> <p>This submission was withdrawn.</p> <p>Withdrawal of submission noted.</p> <p>Refer modified mapping of the LSIO to panel.</p>
12	(S7) Winchelsea	Objection (verbal withdrawal)	Objects to the mapping of the ESO1 on his property on the grounds that the mapped wetland was drained some years ago and is no longer present.	<p>A site inspection of the wetland was undertaken with biodiversity officers from DELWP. The submitters allegations were confirmed. A modified map of the ESO1 (with the wetland removed) and explanatory email was sent to the landowner on the 10th June 2015. Landowner advised that submission has been resolved by phone 14/12/16, with written withdrawal to follow.</p> <p>Refer submission and modified mapping of the ESO1 to panel.</p>
13	(S8)	Objection	Objects to ESO1 on the following	<i>The ESO1 will require the landowner to erect a fence along the creek</i>

	Winchelsea South		<p>grounds;</p> <ul style="list-style-type: none"> ▪ Submits that the schedules will require the landowner to fence off all land subject to an overlay. ▪ States that the land subject to the overlay is the most fertile part of the property and the overlay will prevent the landowner from farming the land. ▪ Concerned that the overlay will lead to the spread of vermin and noxious weeds within fenced areas. ▪ Does not agree with the need to get a planning permit for buildings/works or vegetation removal within the overlay area. <p><i>Issues with the current mapping of the LSIO on Wormbete Creek</i> The submitter attended a meeting with the CCMA and Council officers relating to the flooding of the Wormbete Creek. The submission did not raise any issues with the flood mapping.</p>	<p>The application of an ESO1 does not require a landowner to fence out the creek. The landowner has been advised of this in a meeting with officers (with ward Councillors present).</p> <p><i>Permit triggers under the ESO1</i> The application of the ESO1 to the Wormbete Creek and its environs will trigger the need for a planning permit for buildings, works and native vegetation removal close to the waterway. Uses and minor works such as grazing, cropping and the erection of a fence to keep stock out of the creek will not need a permit under the schedule.</p> <p><i>Proposed changes to native vegetation permit triggers</i> The schedule has been reworded to enable the removal of native vegetation that has been planted for agroforestry, without a permit. This activity is seen to benefit the health and management of the creek over the long term and is therefore supported as an environmentally sustainable practice by the CCMA, DELWP and Shire officers.</p> <p>Agro forestry is occurring in the hinterland of the Surf Coast Shire and has significantly improved the health of a number of significant waterways such as the Yan Yan Gurt. It is hoped that this practice will continue and the application of the ESO1 will not deter landowners from planting native vegetation in these areas. An exemption has been included in the schedule on this basis.</p> <p>Refer submission and modified version of the ESO1 to panel.</p> <p><i>Issues with the current mapping of the LSIO on Wormbete Creek</i> The mapping of the LSIO along Wormbete Creek was applied through Amendment C7 and Amendment C85 did not make any changes to its coverage.</p> <p>A landowner/Surf Coast Shire/CCMA meeting was held adjacent to the creek to discuss flooding issues. At this meeting the CCMA resolved to undertake flood modelling for the Wormbete Creek. The revised mapping showed a significant reduction in the flood extent, completely removing the LSIO from a number of properties.</p> <p>The revised mapping of the LSIO and an explanatory letter was sent to all affected landowners on 9th July 2015.</p>
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				<p>The LSIO is to be removed from this submitters property.</p> <p>Refer submission and mapping changes to panel.</p>
14	(S9) Bellbrae	Objection (Withdrawn)	<p>Objects to the mapping of the LSIO on their property on the grounds that it is too extensive.</p>	<p><i>Issues with the current mapping of the LSIO on Spring Creek</i> Refer to comments under <u>S4</u> (note: this submitter is located outside the UGZ).</p> <p>This submission was withdrawn based on the modifications made to the coverage of the LSIO.</p> <p>Withdrawal of submission noted.</p> <p>Refer modified mapping of the LSIO to panel.</p>
15	(S11) Bellbrae	Objection	<p>Requests that wording be included in C85 stating that any future development of land subject to inundation can be incorporated into public open space.</p>	<p>A Precinct Structure Plan (PSP) is currently being developed for Spring Creek and this plan will consider what land needs to be set aside for public open space (POS), biodiversity and community infrastructure. The impacts of flooding from the Spring Creek will inform the allocation and location of the above.</p> <p>The submitter's property is not within the PSP area and it is unclear what other scenario would require a landowner to provide public open space on a large scale. This issue is not a relevant consideration through Amendment C85 .</p> <p><i>Issues with the current mapping of the LSIO on Spring Creek</i> The submission did not object to the LSIO but as discussed under submission 4 above, all landowners affected by the changes received a modified map and letter. Refer to comments under <u>S4</u>.</p> <p>Refer submission and modified mapping of the LSIO to Panel.</p>
16	(S13) Aireys Inlet district	Objection	<p><i>Removal of the ESO1 from crown land & along the creek</i> Objects to the removal of the ESO1 from crown land and the reduction in coverage along the Painkalac Creek.</p> <p><i>Removal of the ESO4</i> Objects to removal of ESO4 from the valley (to be undertaken through Amendment C96) on the grounds that the valley forms an important part of the</p>	<p><i>Proposed changes to the ESO1</i> Amendment C85 seeks to modify the current coverage of the ESO1 in Aireys Inlet as it applies to the Painkalac Creek and its environs. The changes include;</p> <ul style="list-style-type: none"> • removing the ESO1 from crown land (on the sand dunes) • more accurately plotting the location of the creek (using lidar technology) and confining the schedule to 50m either side of the creek. • Application of the schedule to known areas of high biodiversity value associated with the estuary/wetland values.

		<p>overall biodiversity of the township (with possible seed bank still present in the topsoil). If significant works were ever undertaken in the valley acid sulphate soils could be released into the estuarine system causing significant environmental damage.</p> <p><i>Changes to the flood mapping</i> Objects to modelling of flood mapping on the grounds that climate change and storm surges hasn't informed the mapping.</p> <p><i>Wording changes</i> Requests minor wording changes within the Environmental Management Strategy and the ESO1.</p>	<p><i>Removal of the ESO1 from crown land</i> Amendment C85 seeks to remove the ESO1 from the sand dunes. This is proposed for the following reasons;</p> <ol style="list-style-type: none"> 1) The sand dunes feature Coastal rather than wetland vegetation classes (Coastal Alkaline Scrub and Coastal Dune Scrub) that are not directly associated with the estuary. 2) This land is reserved under the Crown land Act and is also subject to the Coastal Management Act. Any proposed buildings or works in these areas will be subject to a rigorous approval process managed by the DELWP. <p>The application of the ESO1 in these areas is therefore considered to be unwarranted.</p> <p><i>Waterway buffers</i> The buffers being applied is being consistently applied to all waterways across the Surf Coast Shire based on the recommendations from the Biodiversity Mapping Project 2014. The project found that 50m either side of a higher order creek is the optimum width for biodiversity protection and management. The current ESO1 varies in its application and is between 60m-100m either side of a waterway. Amendment C85 seeks to standardise its application based on current best practice.</p> <p><i>Adjustments to the ESO1 mapping</i> The ESO1 is to be retained on all areas of high biodiversity importance associated with the wetland/ estuary. Following a thorough examination of the mapping as part of the consideration of this submission an anomaly in the mapping has become apparent. The mapping applied to the wetland areas is based on EVC mapping undertaken by Arthur Rylah Institute in 2005. A portion of land (owned by the Surf Coast Shire and subject to a conservation covenant) has been removed from the ESO1 by mistake but contains significant wetland/grassland vegetation. This mapping error should be corrected and the ESO1 extended to cover this area. The error impacts on Council owned land only.</p> <p><i>Removal of the ESO4</i> Amendment C96 (being processed concurrently) seeks to remove the ESO4 from the Painkalac valley and amendment C81 intended to replace it with the ESO6 (a similar control that protects biodiversity values, but</p>
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				<p>applies on the outskirts of the township). C81 would only apply the ESO6 to patches of significant vegetation within the valley compared with the blanketly applied ESO4. This was based on an assessment of the vegetation within the valley through the Biodiversity Mapping Project 2014 which found it consisted mostly of pasture grass of low environmental significance. Amendment C81 has been abandoned by Council and therefore the ESO6 will no longer be applied.</p> <p>The submitters concerns are noted and in response to the potential risks raised in the submission it is considered prudent that the ESO1 be extended to cover these areas through Amendment C85. Although the valley east of the river is used for grazing with minimal native vegetation remaining it is subject to regular inundation and flooding (as shown in the Amendment C85 LSIO mapping). These areas provide an important buffer and sediment/nutrient filtration function that helps to protect the creek and estuary from urban impacts. It would be appropriate that the potential impacts from significant works under taken in the valley be considered in the context of the estuarine environment.</p> <p>It is recommended that the ESO1 be further extended to include the land currently covered by the ESO4 (which is to be deleted through Amendment C96).</p> <p><i>Changes to the flood mapping</i> The submission objects to the lack of input from climate change and storm surges into the flood modelling. The CCMA (the flood authority) has confirmed that flood mapping is based on flood inputs from the riverine catchment and other coastal impacts such as storm surges are not included. The current modelling system is limited in this aspect.</p> <p>The impacts of climate change (at clause 13.01 of the planning scheme) must be considered for any development that may be susceptible to coastal inundation, being at risk from coastal hazards including sea level rise. The potential impacts of climate change has not however informed the mapping for Amendment C85.</p> <p><i>Wording changes</i> The submission requests wording changes within the ESO1 and Environmental Management Strategy to ensure greater protection of wetlands and waterways and greater resilience to climate change.</p>
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				Refer submission, modified mapping of the ESO1 and wording changes to panel.
17	(S15) Wensleydale	Objection	<p><i>Permit triggers under the ESO1</i> Objects to the ESO1 being applied to the creek on their property because it is situated within the most fertile part of the farm.</p> <p><i>What is considered to be 'works' in the planning scheme?</i> Concerned that the permit trigger for 'works' will include cropping.</p> <p><i>Proposed changes to native vegetation permit triggers</i> Concerned that any planting of native vegetation in the future may be subject to an overlay.</p>	<p><i>Permit triggers under the ESO1</i> Refer discussion under <u>S8</u>.</p> <p><i>What is considered to be 'works' in the planning scheme?</i> A landowner/Surf Coast Shire/DELWP meeting was held on site to discuss the submission. The submitter is mostly concerned that the planting of crops on their land will be considered as 'works' thereby requiring a permit under the ESO1. This view point is not supported for the following reasons;</p> <ol style="list-style-type: none"> 1) The land owner has been lawfully planting crops in this area prior to the introduction of the ESO1 and Clause 63 of the planning scheme 'existing use rights,' enables the land owner to continue to do so without needing a planning permit. 2) Works associated with a lawful use is permitted without the need for a planning permit provided it does not significantly alter the land. Current case law supports this. In the matter of Great Southern Property Managers v Colac Otway Shire [2005] VCAT ruled that planting trees and the associated preparation of the land did not constitute 'works' as defined in the Planning and Environment Act. This was based on the view point that planting trees did not require a permit under the zone and the works undertaken to plant those trees would not significantly alter the topography or physical characteristics of the land. <p><i>Proposed changes to native vegetation permit triggers</i> Refer discussion under <u>S8</u>.</p> <p>Refer submission and modified ESO1 to panel.</p>
18	(S17) Buckley	Objection	<p><i>Mapping changes to the ESO1</i> Supports the reduction to the ESO1 over Lake Modewarre.</p> <p><i>Flood overlays and the building regulations</i> Objects to CCMA consent requirement under the Building Act.</p> <p><i>Objection to the Salinity Management</i></p>	<p><i>Mapping changes to the ESO1</i> Support noted.</p> <p>A landowner/Surf Coast Shire/CCMA meeting was held on site to discuss the submission.</p> <p><i>Flood overlays and the building regulations</i> The land owner wasn't concerned with the overlays being on his property as it only covered a small portion of the site. His concern related to the building regulations which requires consent from the CCMA when 'the site'</p>

			<p><i>Overlay (SMO)</i> Objects to the SMO which was applied through Amendment C38 and believes if the ESO1 is being reduced in coverage the SMO should also be reduced.</p>	<p>is subject to a flood overlay irrespective of whether a proposed building is affected or not. This issue has been referred to the Shire's building officer as it is not a matter that can be resolved under Amendment C85.</p> <p><i>Objection to the Salinity Management Overlay (SMO)</i> A small portion of the submitters site is subject to the SMO. The land owner objected to the application of the SMO when it was introduced through Amendment C38 and is now requesting that the extent of the SMO be modified in line with the proposed changes to the ESO1. Amendment C85 does not have the ability to alter the extent of the SMO. These matters were discussed on site with the landowner.</p> <p>Refer submission to Panel.</p>
19	(S18) Winchelsea South	Objection	<p>Objects to the mapping of the LSIO on their property on the grounds that it is too extensive.</p>	<p><i>Issues with the current mapping of the LSIO on Wormbete Creek</i> Refer to comments under <u>S8</u>.</p> <p>Refer submission and modified mapping of the LSIO to panel.</p>
20	(S19) Winchelsea	Objection	<p>Objects to the mapping of the LSIO on their property on the grounds that it is too extensive.</p>	<p><i>Issues with the current mapping of the LSIO on Barwon River</i> The hydrology studies undertaken for the Barwon River updated the flood mapping just south of the submitters property. However in response to this submission the CCMA contracted GHD to review the flood modelling to complete the north and eastern reaches of the river. The landowner provided photographic flood evidence to the CCMA and this information was utilised in their remodelling.</p> <p>A modified map and explanatory letter was sent to all affected land owners on 22nd December 2015.</p> <p>Refer submission and modified mapping of the LSIO to panel.</p>
21	(S20) Anglesea	Objection	<p>Objects to the increased coverage of the LSIO on the property and is worried it may restrict future development, specifically relating to access. Does not dispute that the property may flood.</p>	<p>The front of the property is currently covered by the LSIO but amendment C85 will greatly extend the schedule across this property. The flood mapping for this area is based on a hydrology study undertaken for the Anglesea river in 2013. The CCMA has reviewed the submission and proposed LSIO on this property and is satisfied that the study modelling and subsequent mapping is accurate.</p> <p>The CCMA provided the landowner with a preliminary assessment of flood issues for their property, highlighting that in the future access to the property may be an issue. A planning permit would need to be formally lodged for any conclusive advice to be given.</p>

				<p>The site currently contains a dwelling and tennis court. There are three individual properties. All properties are zoned General Residential Zone and a permit is not required under the zone to use or develop the land for a dwelling. Flood and access issues will need to be assessed as part of a future planning permit application.</p> <p>Refer submission to panel.</p>
22	(S22) Mount Duneed	Support	Supports the amendment and the proposed reduction in coverage of the FO, LSIO and ESO1 on his property.	Submission noted.

3.3 Amendment C85 - Waterways and Wetland Values / Flooding and Inundation

APPENDIX 2 SCHEDULE TO THE LSIO POST EXHIBITION

SURF COAST PLANNING SCHEME

19/08/2010
C48

SCHEDULE TO THE LAND SUBJECT TO INUNDATION OVERLAY

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

1.0 Permit requirement

19/08/2010
C48
Proposed C85

A permit is not required to construct or carry out the following:

Buildings

- A ~~single~~-replacement dwelling, provided that the floor level is at least 300mm above the ~~100 year ARI~~-flood level and the footprint of the replacement dwelling is the same or less than the original building.
- An extension to an existing building where the ground floor level is the same or higher than the existing ground floor level and the gross floor area of the extension does not exceed 40m².
- An upper storey extension to an existing building within the existing building footprint;
- A building with a ground floor level at least 300mm above the flood level and the gross floor area does not exceed 40m².
- A non habitable building with a gross floor area that does not exceed 40m².
- A building without any walls or enclosed foundations, including a pergola, a deck and a verandah, carport, or in-ground swimming pool associated with an existing dwelling.
- An in-ground swimming pool or spa where the perimeter edging of the pool is constructed at natural ground levels and the excavated material is removed from the Land Subject to Inundation Overlay.
- ~~A deck or verandah associated with an existing dwelling that does not impede the flows of floodwaters and has a floor area no greater than 20sqm.~~
- ~~A non habitable building (other than industrial and commercial not including a dwelling) with a floor area less than 40m².~~
- ~~An extension to a non habitable building (other than industrial and commercial) provided that the total ground floor area of the building is less than 20sqm.~~
- ~~A picnic shelter or barbeque.~~
- ~~A pump shed.~~
- ~~A mast, antenna, power pole, light pole, or telecommunication tower.~~
- ~~An outdoor advertising sign/structure, provided that it does not alter flood flow or floodplain storage capacity.~~

Fencing

- ~~Open type fencing (excluding paling and colourbond fencing, brick and concrete walls) and maintenance to existing fencing.~~
- Maintenance of an existing fence.
- A replacement fence in the same location and of the same material as the existing fence.

Works

- ~~Earthworks that do not raise ground level topography by more than 150 millimeters and does not include the removal, destruction or lopping of trees and the removal of vegetation or topsoil.~~
- ~~Earthworks in accordance with a whole farm plan approved by the responsible authority and floodplain management authority.~~

SURF COAST PLANNING SCHEME

- Repairs and routine maintenance that do not affect the height, length, width or location of a levee, embankment or road.
- ~~Open type fencing (excluding paling fencing, brick and concrete walls) and maintenance to existing fencing~~
- ~~Works associated with vine or horticultural trellises or watering systems.~~
- ~~Open sports ground with no grandstands or raised viewing areas, golf courses, playgrounds, picnic shelters and barbeques.~~

Roadworks and access

- All roadworks for the purposes of the Princes Highway West duplication project and associated works.
- Road works or works to any other accessway (public or private) that do not change the finished level of the road surface or are limited to resurfacing of an existing road.

Application requirements

An application must be accompanied by the following information:

- A plan, drawn to scale and fully dimensioned showing:
 - The boundaries and dimensions of the site.
 - The layout, size and use of existing and proposed buildings and works, including floor plan layout and vehicle parking areas.
 - Setbacks between existing and proposed buildings and site boundaries.
 - Relevant ground levels, to metres Australian Height Datum, taken by a licensed surveyor.
 - Floor and surface levels of any existing and proposed buildings and works to metres Australian Height Datum, taken by a licensed surveyor.
 - Cross sectional details of any basement entry ramps and other basement entries to metres Australian Height Datum, showing floor levels of entry and exit areas and drainage details.

If subdivision is proposed, the location, shape and size of the proposed lots to be created.

3.3 Amendment C85 - Waterways and Wetland Values / Flooding and Inundation

APPENDIX 3 SCHEDULE TO THE ESO1 POST EXHIBITION

SURF COAST PLANNING SCHEME

19/01/2006
Proposed C85

SCHEDULE 1 TO THE ENVIRONMENTAL SIGNIFICANCE OVERLAY

Shown on the planning scheme map as **ESO1**

AQUATIC SYSTEMS – SIGNIFICANT WETLANDS AND WATERWAYS

1.0 Statement of environmental significance

19/01/2006
Proposed C85

The mapped aquatic systems are considered significant because one or more of the following apply:

- The wetland is of regional or international significance and is protected under an international wetland agreement.
- The aquatic system supports nationally or state listed rare or threatened species.
- [The importance of the aquatic and associated terrestrial habitats in the Surf Coast Shire for EPBC Environment Protection and Biodiversity Conservation Act 1999 and /or Flora and Fauna Guarantee Act 1988 FG listed threatened species including Orange-bellied Parrot, Growling Grass Frog and Brolga.](#)
- [The importance of watercourses and associated riparian habitats in the Surf Coast Shire for a diverse range of species including the EPBC Environment Protection and Biodiversity Conservation Act 1999 and FFG Flora and Fauna Guarantee Act 1988 listed Yarra Pygmy Perch and Australian Grayling.](#)
- The aquatic system is a biodiversity link with significant biodiversity values providing high instream/aquatic and riparian habitat.
- The waterway and its environs contribute to the water quality and integrity of the broader catchment.
- The watercourse is a heritage river.

Comment [BN1]: DELWP

2.0 Environmental objective to be achieved

19/01/2006
Proposed C85

To protect and ensure the long term future of terrestrial and aquatic habitat for native flora and fauna.

To protect and ensure the long term future of threatened species of flora and fauna and meet any obligations set out under international agreements.

To protect water quality (including downstream water quality) and prevent water pollution in watercourses, water bodies, wetlands and groundwater through encouraging vegetation retention, buffers around all aquatic systems, water sensitive urban design and sustainable farming practices.

To encourage native vegetation retention and enhancement within 100m of all major waterways/wetlands (50m each side) and 60m of all smaller waterways (30m each side), to enhance river health and biodiversity and to prevent accelerated erosion and siltation or sedimentation.

To encourage ecological restoration, regeneration and revegetation with indigenous species and removal of all known weed species within the core riparian zone (40m either side of a major waterway and 20m either side of a smaller waterway).

[To protect and restore the natural hydrological \(wetting and drying\) cycle of waterways and wetlands.](#)

Comment [BN2]: DELWP

To maintain the physical and biological integrity and functioning of aquatic systems including:

- the ability of watercourses to carry natural flows.

SURF COAST PLANNING SCHEME

- the maintenance of natural flooding regimes.
- the natural opening and closing of coastal wetlands and estuaries.
- the filtering of nutrients and other pollutants.
- the recharge and discharge of ground waters.

To eradicate all weed species listed in the incorporated document 'Weeds of the Surf Coast'.

To avoid excessive earth works, particularly in areas known to contain acid sulphate soils.

Comment [BN3]: AIDA

To avoid the need for permission to clear native vegetation that has been planted for agroforestry.

Comment [BN4]: Agroforestry group

3.0 Permit requirements

19/01/2006
Proposed C85

Vegetation

A permit is not required to remove, destroy or lop any vegetation that is:

- Is within 3 meters-metres of a building used for accommodation (or overhangs this area).
- Is listed as an environmental weed in the incorporated document, "Weeds of the Surf Coast Shire (2013).
- Is nNot native to Victoria.
- Has been planted or is being managed for the purposes of agroforestry.
- Is in accordance with an approved Whole Farm Plan.
- Is dead, unless it is a standing dead tree with a trunk diameter of 40cm or more at a height of 1.3m above ground level.
- The minimum amount necessary to:
 - Maintain a minor utility installation.
 - Maintain a utility installation in accordance with a code(s) of practice approved by Secretary of the Department of Environment, Land, Water and Planning.

Comment [BN5]: Agroforestry group

Comment [BN6]: Response to submissions

Comment [BN7]: Barwon Water

Fencing

- A permit is required to construct a fence.
- This does not apply to A permit is not required to construct a post and wire fence that restricts livestock while permitting native fauna access to a wetland or waterway.

Comment [BN8]: John Keaney peer review

Comment [BN9]: AIDA

Application requirements

A planning application must be accompanied by the following information, as appropriate:

- An assessment of how proposed works will influence water flows and volumes and water quality.
- A vegetation assessment report that includes:
 - The location of rare and threatened species and their habitat.
 - Identification of any native vegetation or other habitat components to be removed or disturbed.
 - The location of all environmental weeds listed in 'Weeds of the Surf Coast Shire' (2012) within the core riparian zone.
 - Recommended measures to suitably protect native vegetation from damage during the proposed works.

Comment [BN10]: DELWP

Comment [BN11]: DELWP

SURF COAST PLANNING SCHEME

- A ~~vegetation offset~~ **biodiversity enhancement** plan that outlines how the loss of biodiversity will be compensated where removal is unavoidable.
- Scaled and dimensioned plans showing proposed,
 - Fencing,
 - Buildings and works and
 - Subdivision layout.

Comment [BN12]: DELWP

Referral of application

Applications must be referred in accordance with Section 55 of the Act to the referral authority specified in Clause 66.04 or a schedule to that clause.

4.0

19/01/2006
Proposed C85

Decision guidelines

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

- **The environmental objectives of this overlay.**
- The value and specific qualities of the effected biodiversity asset as defined in the reference document 'Surf Coast Shire Biodiversity mapping project' (2014).
- Any relevant Flora and Fauna Guarantee Action Statements, **Recovery Plans** and threatening processes.
- The results of any vegetation assessment or survey of the biodiversity assets contained on the site and whether the survey and assessment has been adequately completed under appropriate seasonal conditions and by a suitably qualified person, to the satisfaction of the Responsible Authority.
- The reason for removing any remnant vegetation and the practicality of any alternative options which do not require removal of remnant vegetation or other habitat components. Where alternatives exist which do not require the loss of native vegetation or other habitat values and will not have any adverse impacts on the aquatic system these alternatives should be favoured including the removal of vegetation with a lower ecological value (such as weeds, exotics or degraded vegetation).
- The purpose for the works and whether every effort to avoid impacts on aquatic systems has been explored with consideration given to;
 - alternative options for carrying out development on the site and,
 - the availability of alternative land outside the overlay area.
- Appropriate offsets for vegetation removal (unless already stipulated by a referral authority), having regard to;
 - The value of the native vegetation in terms of physical and biological condition, rarity, variety and habitat ~~quality~~ **value for rare and / or threatened species.**
 - The need to maintain viable examples of vegetation communities.
 - The likely effect removal of native vegetation will have on resident and migratory fauna, **including and** the need to retain mature trees (alive or dead) with hollows.
 - The need for regeneration and revegetation using species from the relevant Ecological Vegetation Class.
 - The merits in requiring wetlands or waterways to be fenced off.
 - The need to undertake environmental weed control.
 - Whether an agreement under section 173 of the Act is appropriate providing for on going vegetation protection, enhancement and/or management on the land.

Comment [BN13]: John Keaney peer review

Comment [BN14]: DELWP

Comment [BN15]: DELWP

SURF COAST PLANNING SCHEME

- the use of a conservation covenants or other similar control to ensure the long term viability of native vegetation.
- Whether adequate buffers can be retained around an aquatic system to reduce potential threats to the quality, life cycle processes or functioning of aquatic and terrestrial habitats such as;
 - 100m buffer between a septic wastewater disposal envelope and a wetland or watercourse.
 - 60m buffer between a septic wastewater disposal envelope and a drainage line/small creek.
 - 30m buffer between works causing soil disturbance and the need to increase this buffer to 60m where sites are prone to salinity or erosion.
- The means of protecting remnant vegetation during the construction of buildings and works and the on-going management of vegetation post construction.
- The need to control erosion and sedimentation during construction works and/or associated with the proposed use or development.
- Any impacts that buildings or works may have on the hydrological regime, water quality, or scenic, cultural heritage or recreational values of a waterway or wetland.
 - Whether an agreement under section 173 of the Act is appropriate providing for on going enhancement and/or management on the land.
 - the use of a conservation covenants or other similar control to ensure the long term viability of the waterway or wetland.
- Potential threats to the quality, life cycle processes or functioning of aquatic and terrestrial habitats.
- The impact a proposed subdivision will have on the aquatic system including any remnant vegetation on the site.
- Any relevant catchment plan including;
 - Thompsons Creek Catchment Plan (1998).
 - Spring Creek Catchment Plan (2003)
 - Anglesea Estuary Management Plan (2005)
 - Painkalac Estuary Management Plan (2005)
 - Erskine River and Stony Creek Catchment Plan (2000)

Reference documents

- Biodiversity Mapping Project, Surf Coast Shire, DEPI and CCMA (2014).
- Weeds of the Surf Coast Shire, Surf Coast Shire (2013).
- Indigenous Planting Guide – Urban Coastal, Surf Coast Shire (2003).
- Indigenous planting Guide for rural areas within the Surf Coast Shire, (2003)

Comment [BN16]: AIDA

Comment [BN17]: CCMA

3.3 Amendment C85 - Waterways and Wetland Values / Flooding and Inundation

APPENDIX 4 CLAUSE 21.03 ENVIRONMENTAL MANAGEMENT STRATEGY POST EXHIBITION

21.03 ENVIRONMENTAL MANAGEMENT

11/11/2010
 Proposed C96 & C85 This Clause provides local content to support Clause 12 (Environmental and Landscape Values), Clause 13 (Environmental risks) and Clause 14.02-1 (Catchment Planning and Management) of the State Planning Policy Framework.

Comment [BN1]: C85 changes

21.03-1 Key Issues and Influences

11/11/2010
 Proposed C96 & C85 The loss and degradation of biodiversity and ecosystem processes and function.
 The loss and fragmentation of indigenous vegetation including threatened ecological communities and fauna and flora habitat and decline in native vegetation and loss of biodiversity.

Comment [BN2]: DELWP

Comment [BN3]: DELWP

- Continued decline in populations of rare and threatened species including those endemic to the Otways and Surf Coast Shire.

Comment [BN4]: DELWP

- Increase in agro forestry and sustainable farming practices resulting in significant enhancements being made to patches of remnant vegetation through increasing patch size, improving connectivity, reducing soil erosion and weed management, particularly in the Deans Marsh, Bambra and Pennyroyal areas.
- Land and water degradation, including dune and cliff erosion, dryland salinity, soil depletion and waterlogging.
- Social and recreational use of the coast threatening the inherent values of the coastal and marine environment.
- Declining linear bio-links, such as in road reserves, railway lines, streams and drainage lines, which connect pockets of remnant vegetation, larger reserves and waterbodies that help maintain diversity and connect isolated habitats.
- Threats to the health of waterways and wetlands, estuaries and marine ecosystems.
- Flood management in urban and rural areas.
- Impacts of salinity hot spots on biodiversity, water quality, agricultural production, buildings and infrastructure.
- Impact of development on naturally occurring saline areas, such as lakes, estuaries, coastal wetlands and saltmarshes, through changes to hydrological processes.
- Bushfire risks in both urban and rural areas due to dense vegetation cover, difficult access for emergency vehicles, steep topography and exposure of development at the bush/urban interface.
- Coastal towns all face the potential for a landscape scale bushfire including bushfire penetration into the townships.
- High tourist visitation to areas at risk from bushfire particularly during the bushfire risk season.
- Increasing losses of native vegetation in response to bushfire mitigation measures.
- Impact of climate change on bushfire risk and sea level rise and coastal biodiversity.
- Pest plant and animal invasion impacts on biodiversity of coastal reserves and bushland areas, landscape values and the productivity of agricultural land.

Comment [BN5]: Agro forestry submission

Comment [BN6]: CFA

Comment [BN7]: DELWP

21.03-2 Environmental Assets

Objective

11/11/2010
 Proposed C96 & C85

To protect and enhance the Shire's diverse natural resources in an ecologically sustainable manner for present and future generations.

Strategies

- Retain and enhance adequate and appropriately vegetated riparian and wetland buffer zones and retention of natural drainage and waterway corridors with vegetation buffer zones to

Comment [BN8]: C85

prevent nutrients and sediments entering waterways, lakes, wetlands and estuaries, and to slow the rate of runoff.

- Promote environmental buffers adjacent the Great Otway National Park.
- Avoid extending settlements or intensifying development in locations identified as containing biodiversity assets, except where assets won't be fragmented **or otherwise compromised** and can be protected and incorporated into a proposed open space network.
- Ensure that development on and near the coast is compatible with and enhances the environmental values, visual character and amenity of the coastal environment.
- **Identify and protect buffers for coastal vegetation communities likely to be impacted by the coastal impacts of climate change, to allow for landward migration of vegetation communities (eg. Saltmarshes)**
- Improve ecological connectivity across the landscape to link fragmented habitats and strengthen ecosystem resilience to climate change.
- Encourage the ongoing protection, enhancement and re-establishment of indigenous vegetation.
- Encourage the effective management of pest plants and animals including the removal of environmental weeds identified in 'Weeds of the Surf Coast Shire' 2013.
- **Encourage the reuse and retention of stormwater in urban environments to reduce the impact on downstream hydrology.**

Comment [BN9]: AIDA

Comment [BN10]: DELWP (CCMA)

Comment [BN11]: DELWP

21.03-3 Environmental Risks

11/11/2010
Proposed C96 &
C85

Objective

To manage the risks of environmental hazards, including bushfire, salinity and flooding, to avoid adverse consequences on the natural and man-made environment.

Strategies

- Discourage buildings, works, land use and subdivision that would be detrimental to the maintenance of the natural systems of land affected by flooding and inundation.
- Direct planning for new urban growth areas away from saline land.
- Minimise development on land within or adjacent to naturally saline waterways including wetlands to prevent their degradation.
- Discourage land use and development that has potential to aggravate or initiate salinity has regard to the salinity risk and takes the appropriate measures to mitigate any adverse impacts.
- **Avoid re-zoning and development of land for urban purposes where there is a high risk of flooding.**
- Support a limited range of sustainable and socially equitable, coastal dependent, recreational and tourism activities in appropriate locations that complement and promote the coast's natural and cultural values.
- Direct new urban growth areas and subdivision away from the bushfire hazard.
- Avoid development intensification in areas at risk from bushfire **including** close to or abutting the national park/urban settlement interface.
- **Ensure development is only permitted where the risk to life, property and community infrastructure from bushfire can be reduced to an acceptable level and bushfire protection measures can be readily implemented.**
- Ensure that **uses and developments (including special events)** appropriately consider fire protection, safety and management measures to minimise risk to life and property where large numbers of people congregate.

Comment [BN12]: C85

Comment [BN13]: AIDA

Comment [BN14]: CFA

Comment [BN15]: Stat planning

21.03-4 Implementation

11/11/2010
Proposed C96 &
C85

These strategies will be implemented by:

Using policy and the exercise of discretion

- Effective settlement planning that directs urban growth and infill development to areas where environmental risks are lowest and where new urban development will have minimal impacts on environmental assets.
- Requiring an assessment of the risk to existing residents, property and community infrastructure from bushfire and that it will not increase as a result of future land use and development, where appropriate.
- Requiring the integration and connection of areas of natural value and habitat, including creeks and areas of remnant vegetation, within the open space network, where appropriate.
- Using the Surf Coast Shire's '*Indigenous Planting Guide*' to encourage use of indigenous plant species in landscape plans.
- Requiring the preparation of an Environmental Management Plan by a suitably qualified professional as part of any application for a major development or rezoning within close proximity to environmentally sensitive areas.
- Requiring all proposals to meet Clause 14.02-1 (Catchment Planning and Management) requirements of retaining natural drainage corridors with vegetated buffer zones at least 30 metres wide along each side of a waterways to maintain the natural drainage function, stream habitat and wildlife corridors and landscape values, to minimise erosion of stream banks and verges and to reduce polluted surface runoff from adjacent land uses.
- Requiring land management plans that demonstrate best farm and environmental management practices with development and subdivision applications in rural zones.
- Requiring the submission of a salinity impact report for any land uses and developments that can significantly change surface water and groundwater hydrological flow patterns within those areas shown on Map 1 to this Clause – 'Areas of Potential Salinity Impacts', with measures to mitigate the expansion of existing areas effected by salinity or the generation of new areas effected by salinity.
- Requiring non habitable buildings in flood prone areas to be aligned so that their longitudinal axis is parallel to the predicted direction of the flood flow.
- In flood prone areas, for dwelling extensions greater than 20m² and below the nominal flood protection level, requiring the owner to:
 - Enter into an agreement with Council under Section 173 of the *Planning and Environment Act 1987*, stating that the floor level is below the nominal flood protection level and the owner takes full responsibility for any damage caused by flooding. This agreement must be registered on title: and
 - Use water resistant materials that are designed for flood proofing and any possible flow velocity impacts.

Comment [BN16]: CFA

Comment [BN17]: AIDA

Comment [BN18]: C85

Applying zones and overlays

- Applying an Environmental Significance Overlay to protect significant wetlands, waterways and remnant vegetation and habitat in the hinterland and within the coastal townships .
- ~~Applying a Vegetation Protection Overlay to protect significant stands of scattered trees.~~
- Applying an Environmental Significance Overlay to Special Water Supply Catchment Areas to protect and maintain water quality and yields in catchments.
- Applying a Floodway Overlay or Land Subject to Inundation Overlay to land identified by the Corangamite Catchment Management Authority as being flood prone.
- Applying a Salinity Management Overlay to areas of salinity and saline wetlands or primary salinity assets.
- Applying an Environmental Significance Overlay to saline wetlands, primary salinity assets with environmental values.
- Applying a Bushfire Management Overlay to areas where the bushfire hazard requires specified bushfire protection measures for subdivision and buildings and works.

Comment [BN19]: C81 abandoned

Undertaking further strategic work

- Review the current application of the Farming Zone, Rural Conservation Zone and Rural Living Zones to ensure land containing significant biodiversity assets is suitably zoned.

Other actions

- Working with the Country Fire Authority and the Department of Environment, Land, Water and Planning to continually improve the effectiveness of the Bushfire Management Overlay.
- Working with the Corangamite CMA and Department of Primary Industries to Environment, Land, Water and Planning to investigate the implementation of the Erosion Management Overlay and appropriate overlays to address coastal acid sulphate soils.
- Working with the CCMA and DELWP to plan for future sea level rise and the implications it may have on coastal settlements and vegetation communities.
- Continuing investigation of opportunities for the reuse of water, both in the public and private realm, in conjunction with relevant State and Regional Authorities.
- Investigate methods to implement the Victorian Waterway management Strategy (DEPI 2014).

Comment [BN20]: CFA

Comment [BN21]: C85

Comment [BN22]: CCMA & AIDA

Comment [BN23]: DELWP

21.03-5

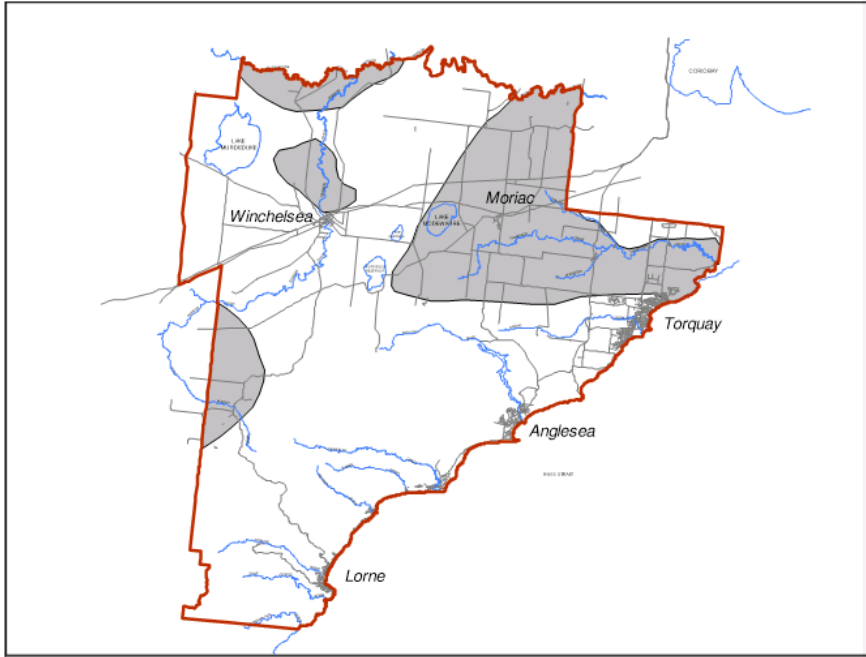
Reference Documents

11/11/2010
Proposed C96

- Salinity Management Overlay Project Report, EnPlan-DBA with Dahlhaus Environmental Geology and Chris Harty Planning and Environmental Management, Corangamite CMA (2006)
- Surf Coast Shire – Salinity Management Overlay Salinity Occurrences and Mapping Background Report No 4: Dahlhaus Environmental Geology Pty Ltd (2006)
- Surf Coast Shire Indigenous Planting Guide (2003)
- Weeds of the Surf Coast Shire (2013)
- Remnant Roadside Vegetation of the Surf Coast Shire (1997)
- Biodiversity Mapping Project, SCS, DEPI & CCMA (2014)
- Regional Bushfire Planning Assessment, Barwon South-West Region (DPCD 2012)
- Victoria's Waterway Management Strategy (DEPI 2014).

Comment [BN24]: DELWP

Map 1 to Clause 21.03: Areas of potential salinity impacts



3.4 Planning Scheme Amendment C96 - Biodiversity in the Settlements and Bushfire and Local Policy Update

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

General Manager: Phil Rowland
File No: F14/1548
Trim No: IC16/1199

Appendix:

1. Summary of Submissions (D16/130961)
2. ESO4 - Modified post Submissions (D16/130959)

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 submissions received to Amendment C96 and resolve to refer the submissions and amended exhibition documents to an independent Panel pursuant to Part 8 of the Planning and Environment Act 1987.

Summary

Amendment C96 seeks to:

- apply an Environmental Significance Overlay Schedule 4 (ESO4) to all significant vegetation and habitat within the coastal townships of Lorne, Aireys Inlet – Moggs Creek, Anglesea and Torquay / Jan Juc including deleting current overlays applying to these areas
- align the Local Planning Policy Framework (LPPF) with the bushfire planning provisions through a series of changes to the Municipal Strategic Statement within the Surf Coast Planning Scheme.

The amendment was publicly exhibited from 9 April 2015 to 11 May 2015. A total of (16) sixteen submissions were received, summarised as follows:

- one (1) supported the amendment
- six (6) submissions were from referral authorities requesting minor wording changes
- one (1) supported certain aspects of the amendment but also sought clarity and requested minor wording adjustments and objected to the removal of the ESO4 from the Painkalac Valley
- three (3) objected to the introduction of the ESO4 and deletion of the VPO1, requesting that the Spring Creek Precinct Structure Planning (PSP) process be used instead to manage significant vegetation
- five (5) objected to the mapping of the ESO4 on their property and requested minor changes.

Meetings were conducted on site with submitters and native vegetation remapped and wording modified as a result. Six (6) submissions were withdrawn as a result of the proposed changes. It is recommended that all unresolved submissions be referred to an independent Panel. The Panel will be appointed by the Minister for Planning under Part 8 of the Planning and Environment Act 1987.

Recommendation

That Council:

1. Receive and note the submissions received to Amendment C96.
2. Request the Minister for Planning to appoint an independent Panel pursuant to Part 8 of the Planning and Environment Act 1987 to consider Amendment C96 and refer all outstanding submissions to this Panel.
3. Endorse the amended mapping and wording changes made following exhibition of Amendment C96 as Council's position to present to the independent Panel.

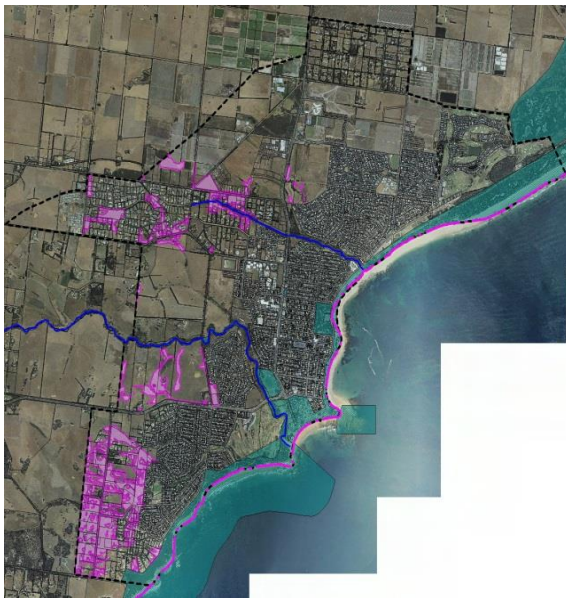
3.4 Planning Scheme Amendment C96 - Biodiversity in the Settlements and Bushfire and Local Policy Update

Report

Background

Environmental Significance Overlay Schedule 4 (ESO4)

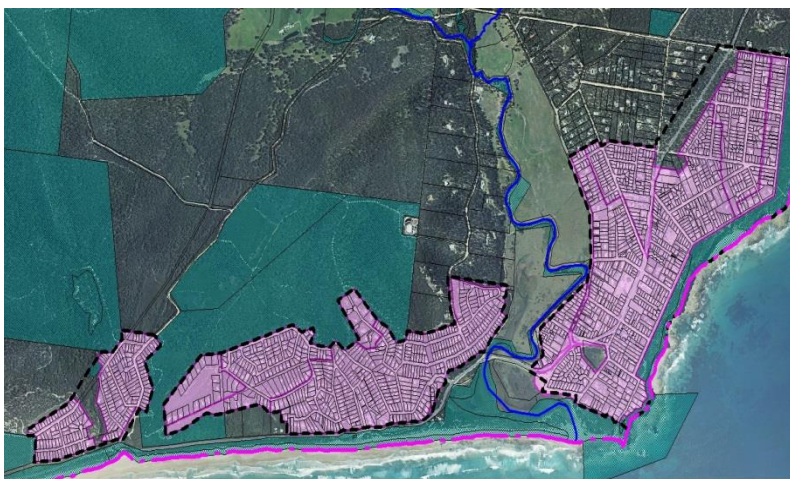
Amendment C96 part implements the *Biodiversity Mapping Project (BMP)*, undertaken by the Surf Coast Shire in 2014, but prepared in consultation with the Department of Environment, Land, Water and Planning (DELWP) and the Corangamite Catchment Management Authority (CCMA). The BMP mapped and described all significant vegetation and habitat within the Surf Coast Shire. Maps 1 - 4 identify the biodiversity assets in the townships of Lorne, Aireys Inlet to Moggs Creek, Anglesea, Torquay and Jan Juc to be protected through Amendment C96.



Map 1: Biodiversity assets Torquay/Jan Juc







Map 2: Biodiversity assets Anglesea



Map 3: Biodiversity assets Aireys Inlet – Moggs Creek



Map 4: Biodiversity assets Lorne

-  Biodiversity assets in the townships (2014)
-  Settlement boundary
-  Municipal boundary
-  Great Otways National Park

3.4 Planning Scheme Amendment C96 - Biodiversity in the Settlements and Bushfire and Local Policy Update

The Biodiversity mapping project (BMP), 2014 identified 2471 properties within the coastal townships containing significant vegetation. Amendment C96 proposes to delete a number of schedules currently protecting significant vegetation and replace them with a single schedule, in the form of a revised Environmental Significance Overlay 4 (ESO4), illustrated in figure 1 below.

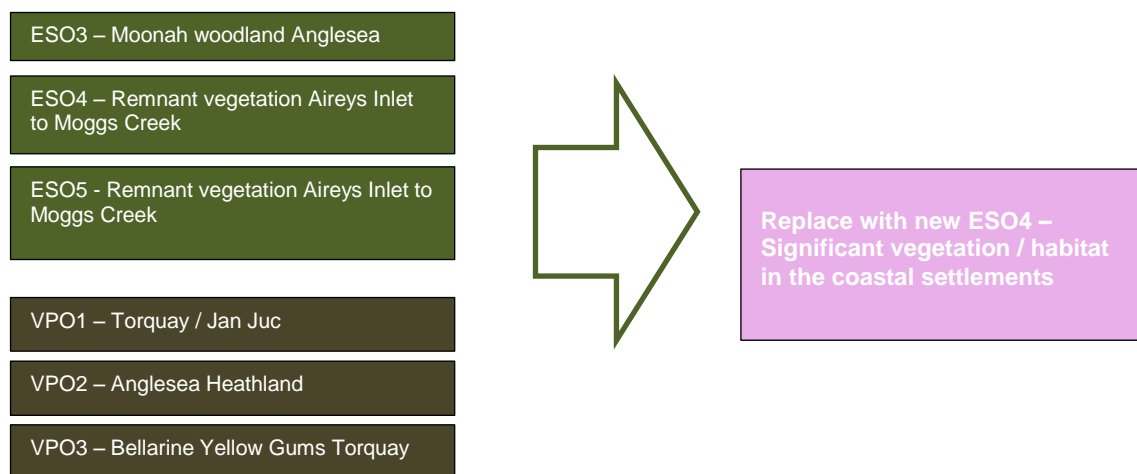


Figure 1: Streamlining of current overlay schedules in the coastal towns through Amendment C96

Other native vegetation that contributes to the township character in the towns of Lorne, Anglesea and Jan Juc will continue to be protected by a Significant Landscape Overlay. Select properties in Lorne and Anglesea (mapped as having high significance through the BMP, 2014) will be covered by the ESO4 and the SLO will be deleted, refer Map 2 and Map 4 above.

The BMP also proposed that this replacement should occur along the southern fringe of Jan Juc however, in response to submissions this action has been reviewed and is discussed in more detail below.

Aligning bushfire mitigation measures in Local policy with State policy

In 2012 the Surf Coast Shire in conjunction with the Victorian Government engaged ISIS Planning to complete a review of the inconsistencies between the Local Planning Policy Framework and the State policy relating to bushfire mitigation measures. This followed the significant Victorian Government reforms to planning and building systems after the 2009 Victorian Bushfires Royal Commission into the Black Saturday fires. Since that time additional changes have been made by the Victorian Government to the Victoria Planning Provisions relating to bushfire.

Amendment C96 expands on the recommendations made by ISIS Planning, incorporating the recent changes to State policy and builds them into all relevant sections of the Municipal Strategic Statement (MSS) in the Local Planning Policy Framework (LPPF) and the new ESO4. The ESO4 is designed to integrate native vegetation objectives with bushfire protection to achieve consistency.

Discussion

Submissions

The amendment was publicly exhibited from 9 April 2015 to 11 May 2015. A total of (16) sixteen submissions were received, summarised as follows:

- one (1) supported the amendment
- six (6) submissions were from referral authorities
- one (1) supported certain aspects of the amendment but also sought clarity or requested minor wording adjustments and objected to the removal of the ESO4 from the Painkalac Valley
- three (3) objected to the introduction of ESO4 through amendment C96 and requested that the Spring Creek Precinct Structure Planning Process be used instead to manage and highlight significant vegetation
- five (5) objected to the mapping of the ESO4 on their property and requested minor changes.

3.4 Planning Scheme Amendment C96 - Biodiversity in the Settlements and Bushfire and Local Policy Update

The support for the amendment relates to the ongoing protection and enhancement of native vegetation and habitat in the coastal towns. There was also support for the strengthening of controls in Aireys Inlet to protect scenic values of the Painkalac Valley.

Referral authorities either supported/had no objection to the amendment or requested minor wording changes or exemptions within the overlay schedules to enable general maintenance to occur. The Country Fire Authority (CFA) objected to the amendment seeking stronger reference to the risks from bushfire within the amendment documents. Officers have been working closely with the CFA to modify the documents accordingly, should the amendment proceed to a panel.

Opponents to the amendment are generally concerned with the mapping of the ESO4, stating that the mapping also covers land with no vegetation. In response to these submissions officers have made minor mapping adjustments. All land owners affected by the modified mapping received notification of the changes.

There was also opposition to the application of the ESO4 and deletion of the VPO1 from land within the Urban Growth Zone adjacent to Spring Creek. Submitters suggested that the Precinct Structure Planning Process (being processed concurrently) is a more appropriate process to consider native vegetation management tools.

Proposed changes following exhibition

Some time has elapsed since Amendment C96 was exhibited. following exhibition Council officers have undertaken extensive consultation with submitters and referral authorities to explain the amendment and discuss modifications to resolve as many submissions as possible.

ESO4 changes

A number of the submissions received to Amendment C96 related to the mapping of the ESO4, requesting that the mapping be adjusted to better reflect the assets on the ground. Multiple mapping changes were negotiated with affected landowners. Three submissions have been withdrawn based on the proposed mapping changes.

Submitters within the Torquay Urban Growth Zone (located within the Spring Creek Valley) requested that Amendment C96 be removed from this land on the grounds that the protection of native vegetation would be more appropriately managed through the Precinct Structure Planning Process. Letters were sent to all affected landowners notifying them that this approach was supported and requesting a withdrawal of their submission on this basis. Three submissions have been withdrawn.

One submission queried the application of the ESO4 over the southern part of Jan Juc on the grounds that the vegetation in this area is both highly degraded and has been planted. This area is currently subject to the Significant Landscape Overlay Schedule 1 (SLO1) due to its landscape significance, being highly visible from the nationally significant Bells Beach. The area is also subject to 'habitation envelopes' which is applied to all land covered by the SLO1 containing vegetation of high environmental significance. The application of the ESO4 through Amendment C96 would replace the SLO1 and 'habitation envelope' control.

Officers met the landowner on site to ground truth the vegetation in question. It was confirmed that the site and surrounding lots contain vegetation of low environmental significance but it was noted for having high landscape values. The submission is supported, that the ESO4 is not the appropriate overlay schedule to apply. Due to the high landscape value the SLO1 should be retained but with the associated 'habitation envelopes' removed. The landowner has verbally agreed to this approach and written confirmation is forthcoming.

Landowners in the Jan Juc area currently covered by the SLO1 were not notified of this suggested change as the SLO1 currently applies and the status quo will therefore be retained.

All of the changes outlined above should be referred to an independent Panel for consideration.

3.4 Planning Scheme Amendment C96 - Biodiversity in the Settlements and Bushfire and Local Policy Update

Aligning bushfire mitigation measures in Local policy with State policy

One public submission and submissions from referral authorities requested minor wording changes within the Municipal Strategic Statement to assist with clarity.

A more detailed summary of submissions which includes officer response is provided at Appendix 1. The key issues and proposed changes are discussed below:

Issue	Officer response
Support for the amendment	
<p>Submitters state that they support the intent of the amendment and its focus on protecting and enhancing biodiversity values.</p> <p>There is also support for strengthening the controls applying to the Painkalac Valley to better reflect its scenic values.</p>	<p>Support noted.</p>
Referral authority wording changes	
<p><u>Exemptions for referral authorities</u> Barwon Water and Vic Roads both requested an exemption to be included in the ESO4 to enable them to undertake specific works associated with their services without the need for a permit.</p> <p><u>Wording changes</u> The DELWP and CFA requested minor wording adjustments to the ESO4 and amendment docs for clarity and improvement purposes.</p> <p><u>State provisions relating to bushfire</u> The Wathaurung highlighted issues with state wide native vegetation clearing exemptions associated with bushfire and potential impacts on aboriginal scarred trees.</p>	<p><u>Exemptions for referral authorities</u> Clause 42.01 (Environmental Significance Overlay) which precedes the schedule provides an exemption for works undertaken under the Road Management Act thereby providing Vic Roads with the exemptions they are requesting.</p> <p>An exemption is also included for the maintenance of a utility installation in accordance with a code of practice approved by the Secretary of DELWP. This exemption is intended to exempt Barwon Water (similar to other authorities) for routine works, however the code of practice has not been developed by the state government to date making the exemption obsolete.</p> <p>To resolve this issue while the code is being finalised the ESO4 should include an exemption. A modified version of the ESO4 has been prepared (Appendix 2). Barwon Water supports the wording changes.</p> <p><u>Wording changes</u> A modified version of the ESO4 (Appendix 2) and relevant LPPF documents have been prepared.</p> <p><u>State provisions relating to bushfire</u> This issue should be directed to the DELWP and is beyond the scope of the amendment.</p>
Mapping changes to the ESO4	
<p>Submitters requested minor adjustments to the mapping of the ESO4 to ensure cleared areas or land where vegetation had been removed was not covered.</p>	<p>The mapping of the ESO4 has been remapped on all of the submitters properties following site meetings and/or phone discussions. All submissions relating to mapping changes have been withdrawn based on the proposed changes.</p>
Amendment C96 and the Urban Growth Zone	
<p>Submitters oppose the deletion of the VPO1 and application of the ESO4 to significant vegetation through amendment</p>	<p>The PSP being developed for the Spring Creek Urban Growth Zone (UGZ) proposes to remove the VPO1 and protect significant vegetation (including the Bellarine Yellow gums)</p>

3.4 Planning Scheme Amendment C96 - Biodiversity in the Settlements and Bushfire and Local Policy Update

Issue	Officer response
<p>C96. It is submitted that the Precinct Structure Planning (PSP) process being undertaken for the Spring Creek valley is a more appropriate planning tool for management of significant vegetation.</p>	<p>through a native vegetation precinct plan. Large stands of Bellarine Yellow Gums and significant native vegetation will be retained in conservation reserves.</p> <p>Removal of all land subject to the UGZ from amendment C96 is considered appropriate. Three submissions have been withdrawn on this basis.</p>
Removal of the ESO4 from the southern part of Jan Juc	
<p>A submitter has requested the removal of the ESO4 from the southern part of Jan Juc with the currently applied SLO1 retained on the grounds that the vegetation is not of high environmental significance.</p>	<p>The ESO4 was to be applied to this area as a direct translation from the 'habitation envelopes' that currently apply through the SLO1. The area is within the Bells Beach view shed and has high landscape significance.</p> <p>Following a site inspection of the area with the submitter the removal of the ESO4 is supported and retention of the SLO1 an appropriate outcome given the high scenic values. The 'habitation envelopes' should be removed however on the grounds that the understorey vegetation is of low significance and is predominantly lawn and urban garden. The SLO1 will continue to protect vegetation over 2m in height. The submission has been verbally withdrawn on this basis.</p>
Removal of the ESO4 from the Painkalac Valley	
<p>A submitter has requested that the ESO4 is not removed from the Painkalac Valley or if it is removed it should be replaced by a more appropriate tool that recognises its environmental significance in association with the estuary.</p>	<p>The township of Aireys Inlet is covered by both an ESO4 and ESO5 at present with the ESO5 covering vegetation of higher quality. Amendment C96 removes the ESO4 from the Painkalac Valley with significant vegetation being covered by an ESO6 through Amendment C81 (significant vegetation in the hinterland - being processed concurrently). C81 has since been abandoned by Council and therefore the ESO6 will no longer be applied, creating a policy vacuum in this location.</p> <p>Amendment C85 (flooding, wetlands and waterways) presents an opportunity to address this policy gap. The amendment (also being processed concurrently) proposes changes to the extent and coverage of the ESO1 in this area (schedule applying to wetlands and waterways).</p> <p>In a meeting with council officers the submitter highlighted that there is a strong relationship between the open grassed areas of the valley and the associated wetlands, dryland habitats and the Painkalac Creek itself. The existing ESO4 solely focuses on the protection of native vegetation and habitat whereas the ESO1 recognises the more complex environmental values associated with the health of a wetland/waterway system and is therefore considered to be a more appropriate control.</p> <p>The extension of the ESO1 to cover the whole valley, replacing the existing ESO4 is considered a positive result that should be tested through a panel process. The submitter verbally supports this approach.</p> <p>Note: the submitter is not the land owner of the Painkalac Valley. The landowner was sent a letter advising of the proposed changes to the exhibited documents on 12 Dec 2016 and no return correspondence was received.</p>

3.4 Planning Scheme Amendment C96 - Biodiversity in the Settlements and Bushfire and Local Policy Update

Financial Implications

There are no costs to Council to hear and consider submissions. Sufficient funds are available within the project budget should the amendment proceed to a panel.

Council Plan

Theme 1 Environment
Objective 1.1 Preserve and enhance the natural environment
Strategy Nil

Theme 5 Development and Growth
Objective 5.4 Transparent and responsive land use and strategic planning
Strategy Nil

Policy/Legal Implications

Ministerial Direction No. 15 (The Planning Scheme Amendment Process) requires a planning authority to request the appointment of a panel within 40 business days of the closing date for submissions (15 May 2015), unless a panel is not required. An exemption to this requirement was sought and granted by the Minister on the 21 September 2015 to enable Council to continue trying to resolve issues raised by submitters.

Council engaged a planning consultant to undertake an independent review of the amendment to test its validity. The review supported referring all unresolved submissions and mapping/wording changes to a panel.

All proposed mapping changes have been reviewed by landowners and the amendment process can now proceed in accordance with Ministerial Direction No.15.

In accordance with section 30 of the Planning and Environment Act 1987, an amendment lapses two years after exhibition unless the amendment is adopted or the Minister for Planning grants an extension. In November 2016 the Minister for Planning granted an extension for C96, which now must be adopted by 9 April 2018.

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

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

Officer Direct or Indirect Interest

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

Risk Assessment

There are no risks to Council associated with referring the submissions to an independent panel. Following receipt and consideration of the panel report, Council has the authority to either adopt or abandon the amendment.

There may be ongoing conflict in planning permit application assessment if Council elects to abandon the amendment, specifically in relation to bushfire management, as Local Planning Policy is not currently aligned with the State Planning Policy Framework.

Social Considerations

Submitters have raised the importance of protecting the Shire's biodiversity assets and Amendment C96 seeks to protect and enhance the significant vegetation and habitats in the coastal townships.

Improvements to bushfire mitigation measures will assist in minimising the risks to life and property.

3.4 Planning Scheme Amendment C96 - Biodiversity in the Settlements and Bushfire and Local Policy Update

Community Engagement

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

- sending notices to affected landowners.
- placing notices in the Surf Coast Times and Government Gazette.

The amendment and supporting documents were available for viewing at the Council office, on Council's website and on the website of the Department of Environment, Land, Water and Planning.

ESO4 changes

Emails with updated mapping were sent to all landowners that requested changes to the ESO4 on their property including:

- email and map sent to land manager of 40 Coombes Road, Torquay (affected by removal of the VPO1 & VPO3 and its replacement with the ESO4) – 22 July 2015
- letter sent to all landowners within the Urban Growth Zone (Spring Creek) affected by the Precinct Structure Plan proposing removal of the UGZ from Amendment C96 – 31 July 2015
- letter and map sent to landowners affected by the removal of the VPO3 & SLO1 and its replacement with the ESO4 – 22 May 2015.

ESO1 changes through Amendment C85

- letter sent to the landowner affected by the removal of ESO4 and its replacement with the ESO1 – 12 December 2016.

Six submissions have been withdrawn subject to mapping or wording changes being supported and adopted.

Submitters were given an opportunity to address Council's Hearing of Submissions Committee on 17 January 2017. Three submitters presented to the Committee.

Environmental Implications

Amendment C96 seeks to enhance the protection of significant vegetation and habitat within the coastal townships of the Surf Coast Shire.

Communication

All submitters were invited to attend and present at a Hearing of Submissions conducted on 17 January 2017. Submitters will be advised of Council's decision on the Amendment following the 24 January Council meeting.

Submitters will also be contacted by Planning Panels Victoria following the appointment of an independent Panel if relevant.

Conclusion

Amendment C96 is consistent with State and local policy in the Surf Coast Planning Scheme. The amendment will better align local policy to state policy in relation to bushfire mitigation and will result in a reduction in environmental schedules across the coastal towns, helping to simplify the planning scheme for all users.

The merits of the amendment and suggested mapping and wording changes can be further tested through a panel process. It is therefore recommended that Council seek the appointment of a panel by the Minister for Planning to consider all unresolved submissions.

3.4 Planning Scheme Amendment C96 - Biodiversity in the Settlements and Bushfire and Local Policy Update

APPENDIX 1 SUMMARY OF SUBMISSIONS

1. Referral Authorities

No.	Authority/Submitter	Summary of submission	Response
1	(S1) Wathaurung Aboriginal Corporation	No objection to the amendment. Concerned that Clause 52.48-1 of the planning scheme (bushfire protection exemptions) could result in losses of Aboriginal scarred trees.	The Aboriginal Heritage Regulations that seek to protect scarred trees applies independently of the planning scheme. The proposed changes through amendment C96 will not influence this process. Clause 52 is included within the 'particular provisions' of the planning scheme and can only be amended by the DELWP. Refer submission to panel.
2	(S2) Southern Rural Water	No objection	Submission noted.
3	(S7) Country Fire Authority	Objects to the amendment and is seeking wording changes within Local policy and overlay schedules, to strengthen and highlight the risks associated with bushfire.	Amended versions of the exhibition documents have been prepared which incorporates the issues raised by the CFA. Refer submission and amended versions of the documents to panel.
4	(S10) Barwon Water	Supports the amendment subject to modifications being made to the ESO4.	An amended version of the ESO4 has been prepared which incorporates the requests made by Barwon Water. Barwon Water supports the wording changes. Refer submission and amended version of the ESO4 to panel.
5	(S13) Vic Roads	No objection to the amendment subject to modifications being made to the ESO4.	Clause 42.01-3, the head Clause to the ESO4 already includes the exemptions being sought by Vic Roads, changes to the schedule are therefore not required. Refer submission to panel.
6	(S14) Department Environment, Land, Water and Planning	Supports the amendment and requests minor wording to local policy to improve references to significant biodiversity sites and bushfire threats.	Amended versions of the exhibition documents have been prepared which incorporates the suggestions made by the DELWP. Refer submission and amended versions of the documents to panel.

2. Public Submissions

No.	Submitter	Type of submission	Summary of submission	Response
7	(S3) Jan Juc	Objection (withdrawn)	Objects to the mapping of the ESO4 on their property on the grounds that it is too	The site is within the Spring Creek Urban Growth Zone (UGZ) and is subject to a Precinct Structure Plan that considers native vegetation

			extensive. Does not dispute the existence of Bellarine Yellow Gums on the property but suggests the mapping covers too broad an area.	<p>protection. Other submissions (discussed below) have requested that amendment C96 and the ESO4 not be applied in this area which has received managerial support. On the assumption that C96 will not be applied to this area the ESO4 has not been remapped on this property. Refer to comments under <u>S8</u></p> <p>The submission was withdrawn based on the recommendation that the UGZ be excluded from C96.</p> <p>Withdrawal of submission noted.</p> <p>Refer submission to panel.</p>
8	(S4) Aireys / Anglesea district	Support	Supports the amendment	Submission noted.
9	(S5) Torquay	Objection (withdrawn)	Objects to the ESO4 covering an approved building envelope (approved under permit 11/0486). The permit has been acted upon, the vegetation has been cleared and a fence erected.	<p>A site meeting was conducted on the 24th April 2015 and the submitters allegations were confirmed. A modified map of the ESO4 (with building envelope removed) and explanatory letter was sent to the landowner on the 22nd May 2015 and with further modifications on 15th July 2015.</p> <p>The submission was withdrawn based on the modifications made to the coverage of the ESO4.</p> <p>Withdrawal of submission noted.</p> <p>Refer modified mapping of the ESO4 to panel.</p>
10	(S6) Torquay	Objection	Objects to the removal of the SLO1 (currently applied to the property) and it's replacement with the ESO4 on the grounds that the site was historically grazed and the vegetation on the site has been planted.	<p>A site meeting was conducted on the 24th April 2015 and the submitters allegations were confirmed. The site contains a mixture of exotic, weed and planted natives that do not warrant protection under the ESO4. Retention of the SLO1 is extremely important however in recognition of the sites high visibility from Nationally significant viewing points such as the Bells Beach carpark and its environs. All vegetation exceeding 2m in height helps to soften the visible appearance of the built environment when viewed from beyond the site and is therefore worthy of continued control under the planning scheme.</p> <p>The retention of the SLO1 and removal of the ESO4 has been verbally supported.</p> <p>Refer modified mapping of the ESO4 to panel.</p>
11	(S8)	Objection	Amendment C96 applying the Urban	Amendment C96 applying the Urban Growth Zone in Spring Creek

	Jan Juc	(withdrawn)	<p><u>Growth Zone in Spring Creek</u> Objects to the application of the ESO4 to significant vegetation through amendment C96. Submits that the Precinct Structure Planning (PSP) process being undertaken for the Spring Creek valley is a more appropriate planning tool for management of significant vegetation.</p>	<p>The subject site is within the Spring Creek Urban Growth Zone (UGZ) and a PSP has been developed for the site. The plan proposes to remove the VPO1 and protect significant vegetation (including the Bellarine Yellow gums) through a native vegetation precinct plan. This approach is currently being considered by Panels Victoria.</p> <p>Removal of all land subject to the UGZ from amendment C96 is supported and should be referred to panel for their consideration.</p> <p>A letter was sent to all affected landowners on 31st July 2015 seeking feedback from the proposed removal of the land from amendment C96.</p> <p>The submission was withdrawn based on C96 not being applied to the UGZ.</p> <p>Withdrawal of submission noted.</p> <p>Refer submission and proposal to remove land subject to the UGZ from amendment C96 to panel.</p>
12	(S9) Torquay	Objection (withdrawn)	<p>Objects to the mapping of the ESO4 on the site on the grounds that the schedule also covers a planted native tree and a drainage pit. Does not dispute the coverage of the Bellarine Yellow Gums but requests the mapping be slightly modified.</p>	<p>A site meeting was conducted on the 24th April 2015 and the submitters allegations were confirmed. A modified map of the ESO4 (with planted native tree and drainage pit removed) and explanatory letter was sent to the landowner on the 22nd May 2015.</p> <p>This submission was withdrawn based on the modifications made to the coverage of the ESO4.</p> <p>Withdrawal of submission noted.</p> <p>Refer modified mapping of the ESO4 to panel.</p>
13	(S11) Aireys Inlet district	Objection	<p><u>Removal of the ESO4</u> Objects to removal of the ESO4 from the valley on the grounds that the valley forms an important part of the overall biodiversity of the township (with possible seed bank still present in the topsoil). If significant works were ever undertaken in the valley acid sulphate soils could be released into the estuarine system causing significant environmental damage.</p>	<p><u>Removal of the ESO4</u> Amendment C96 seeks to remove the ESO4 from the Painkalac valley. This has been proposed for three reasons;</p> <ol style="list-style-type: none"> 1) Amendment C96 creates a new ESO4 which will not be appropriate in the Painkalac valley; 2) Much of the valley contains introduced pasture grass of low environmental significance. 3) The significant values within the valley are both environmental and scenic based and the current schedules don't adequately reflect this.

			<p><u>Scenic values within the valley</u> Supports the wording alterations to the DDO11 through amendment C96 which seeks to strengthen the scenic values of the Painkalac valley.</p> <p><u>Minor wording changes to local policy</u> In a meeting with Council officers (post public exhibition), an addendum to the submission was provided. It included a list of requested changes to local policy to provide greater clarity and to strengthen references to environmental and township character.</p>	<p><u>Amendment C96 creates a new ESO4</u> The current ESO4 is applied to locally significant native vegetation within and adjoining the settlements of Aireys Inlet – Moggs Creek. The ESO4 proposed through Amendment C96 is to be applied across all of the coastal townships (from Lorne – Torquay) and although it is still focused on the protection of significant vegetation it is to be applied to urban areas only (land within a defined urban settlement boundary).</p> <p>The valley is zoned Rural Conservation Zone and is located outside the urban settlement boundary in the framework map within the Aireys-Eastern View Strategy, located at Clause 21.12. Amendment C81 (which was being processed concurrently) sought to apply an ESO6 to all significant vegetation located in rural areas and outside settlement boundaries.</p> <p>The rationale behind applying 2 different schedules through the 2 amendments is to recognise the different pressures put on native vegetation in a rural/farming setting compared with an urbanised area where lots are significantly smaller and subject to more intensive subdivision.</p> <p>Applying the new urban focused ESO4 to the Painkalac valley, considering it's rural zoning and location beyond the settlement boundary, would therefore be inappropriate.</p> <p><u>Much of the vegetation in the valley is highly degraded</u> The Biodiversity Mapping Project (BMP) 2014 found that the northern and eastern parts of the valley mostly contain introduced pasture grass of low environmental significance. Amendment C81 intended to apply the ESO6 to mapped patches of significant vegetation within the valley compared with the blanketly applied ESO4.</p> <p>This is the primary source of the submitters concern, the loss of a schedule to degraded areas. The submission suggests that if land management practices changed indigenous vegetation would naturally regenerate from the dormant seed bank still present in the top soil.</p> <p>Council has recently abandoned Amendment C81 and the ESO6 as previously intended will no longer be applied. How best to resolve this issue is discussed below.</p> <p><u>Expansion of the ESO1 – suggested solution</u></p>
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				<p>The submission is concerned with the potential risks that major earthworks could have on the estuary for two environmental based reasons. 1) Major earthworks could release acid sulphate soils (naturally occurring within the valley) into the waterway having detrimental impacts. 2) Works would damage and remove the remnant seed bank contained within the top soil.</p> <p>It is submitted that the ESO4 provides protection to the estuary as a permit is required for both works and vegetation removal. As highlighted above the revised ESO4 to be applied through C96 is no longer an appropriate schedule in this location, being urban focused. The concerns raised through the submission are considered valid and upon further assessment the application of the ESO1 (through amendment C85) is considered a more appropriate planning scheme tool.</p> <p>Although the valley east of the river is used for grazing with minimal native vegetation remaining it is subject to regular inundation and flooding and provides an important buffer and sediment/nutrient filtration function, protecting the creek and estuary from urban impacts. It would be appropriate that the potential impacts of any significant works under taken in the valley be considered in the context of the estuarine environment (including its wider catchment).</p> <p>C85 proposes to apply an ESO1 (wetland and waterway protection) to the Painkalac Creek, its immediate environs and associated wetlands of high biodiversity significance. Extending the coverage of the ESO1 to include the land currently covered by the ESO4 (to be deleted) will enable works and vegetation removal to be considered within the context of the estuarine environment. The remainder of the valley (although of lesser environmental significance) provides an important buffer and nutrient filtration function. The submitter supports the application of the ESO1 to land where the ESO4 is to be deleted.</p> <p><u>Scenic values within the valley</u> The DDO11 (currently covering the valley) contains design objectives relating to the preservation of the scenic landscape values associated with the valley. The DDO11 triggers the need for a planning permit for subdivision and the schedule draws a comparison between the co relationship between large lot sizes and the protection of open landscapes. Amendment C96 builds on the wording already in the schedule to help clarify this.</p>
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				<p>The minor wording changes through the amendment are supported by the submission.</p> <p><u>Minor wording changes to local policy</u> In a meeting with Council officers a list of proposed changes to local policy was requested to provide greater clarity and to strengthen environmental and township character.</p> <p>Amended versions of the exhibition documents have been prepared which incorporates the wording changes discussed with AIDA.</p> <p>Refer submission, modified mapping of the ESO1 (prepared under Amendment C85) and amended versions of the documents to panel.</p>
14	(S12) Jan Juc	Objection (withdrawn)	<p>Objects to the application of the ESO4 to significant vegetation through amendment C96. Submits that the Precinct Structure Planning (PSP) process being undertaken for the Spring Creek valley is a more appropriate planning tool for management of significant vegetation.</p>	<p><i>Amendment C96 applying the Urban Growth Zone in Spring Creek</i> Refer discussion under <u>S8</u>.</p> <p>The submission was withdrawn based on C96 not being applied to the UGZ.</p> <p>Withdrawal of submission noted.</p> <p>Refer submission and proposal to remove land subject to the UGZ from amendment C96 to panel.</p>
15	(S15) Jan Juc	Objection	<p>Objects to the application of the ESO4 to significant vegetation through amendment C96. Submits that the Precinct Structure Planning (PSP) process being undertaken for the Spring Creek valley is a more appropriate planning tool for management of significant vegetation.</p>	<p><i>Amendment C96 applying the Urban Growth Zone in Spring Creek</i> Refer discussion under <u>S8</u>.</p> <p>Refer submission and proposal to remove land subject to the UGZ from amendment C96 to panel.</p>
16	S16 Torquay	Objection (withdrawn)	<p>Objects to the mapping of the ESO4 and submits that the coverage on the property should be modified. Submission is based on an Ecological study undertaken for the site by Beacon Ecology.</p>	<p>The ecological report was utilised to remap the ESO4 on the submitters property and a modified map of the ESO4 (with planted sugar gums and cleared areas removed) with explanatory email was sent to the landowner on the 13th July 2015.</p> <p>This submission was withdrawn based on the modifications made to the coverage of the ESO4.</p> <p>Withdrawal of submission noted.</p>

				Refer modified mapping of the ESO4 to panel.
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3.4 Planning Scheme Amendment C96 - Biodiversity in the Settlements and Bushfire and Local Policy Update

APPENDIX 2 ESO4 - MODIFIED POST SUBMISSIONS

5/10/2006
C18
Proposed C96

SCHEDULE 4 TO THE ENVIRONMENTAL SIGNIFICANCE OVERLAY

Shown on the planning scheme map as ESO4

Habitat Protection and Significant Remnant Vegetation within the coastal settlements of Lorne, Moggs Creek, Fairhaven, Aireys Inlet, Anglesea, Torquay and Jan Juc.

1.0 Statement of environmental significance

5/10/2006
C18
Proposed C96

The coastal settlements are within the Otway Ranges and Otway Plain bioregions and are a major conservation and ecological resource containing a number of species listed under the *Flora and Fauna Guarantee Act 1988*. They contain remnant vegetation of very high conservation value due to;

- the high percentage of native vegetation cover remaining,
- The diverse vegetation communities, and
- the important habitat they provide for a diverse range of flora and fauna, including rare and threatened species.

The settlements from Lorne to Anglesea directly adjoin the Great Otways National Park providing additional habitat, habitat linkages and functioning as a significant buffer to the biodiversity assets within the park.

The major threats to the biodiversity assets within these settlements are:

- Clearance, fragmentation and lack of regeneration.
- Loss of habitat including the loss of hollow-bearing trees.
- Residential subdivision and increasing development.
- Invasion of native vegetation by environmental weeds.
- Predation by cats and foxes on native fauna.
- Increasing levels of clearance in response to management against bushfire.

The protection of native-indigenous vegetation is intrinsic to the character and beauty of the coastal settlements and is highly valued by the community and visitors alike. All remnant vegetation is significant and removal should be avoided with a focus on removing weed species or exotics over natives in conjunction with reducing risks to persons and property from bushfire.

Comment [BN1]: DELWP

2.0 Environmental objective to be achieved

5/10/2006
C18
Proposed C96

To protect and enhance all biodiversity assets, including;

- The quality and extent of all indigenous vegetation including trees, shrubs, heath and grasses.
- Patches of remnant vegetation that provide a buffer to the Great Otway National Park or conservation and nature reserves.
- Merrans Sun Orchid in Fairhaven (refer to map 1 of this schedule).
- Brookers Gum and Wrinkled Buttons in Lorne.
- The Anglesea Heathland (listed on the Register of the National Estate).
- Bellarine Yellow Gums in Torquay/Jan Juc.
- Moonah Woodland Community in Anglesea.
- Habitat for rare or threatened fauna; including Rufus Bristlebird, Powerful Owl, Masked Owl, Grey Goshawk, Swamp Antechinus, Southern Toadlet, New Holland Mouse, Spot-tailed Quoll.

- All rare or threatened flora including; Anglesea Grevillea, Red Beard-orchid, Southern Spider-orchid, Winter Sun-orchid, Anglesea Slender Sun-orchid and Otway Grey Gum.
- To achieve no overall losses to the biodiversity assets contained within the settlements.
- To eradicate all weed species listed in the incorporated document 'Weeds of the Surf Coast'.
- To discourage fencing to enable native fauna to move freely between habitat in urban areas into habitat in non-urban areas.
- To encourage site responsive building design that minimises the need for excessive earth works.
- To encourage subdivision layout that avoids the removal of indigenous vegetation.
- To maintain a low density of development with sufficient space around dwellings for defensible space and the retention of a reasonable coverage of indigenous vegetation.
- To maintain large lot sizes abutting or close to the Great Otway National park/settlement boundary.
- To recognise the important contributions that biodiversity makes to the overall character and identity of the settlements.
- To minimise the impacts of residential development on the biodiversity values within the Great Otway National Park.
- To manage the retention and enhancement of indigenous vegetation in a manner that does not increase risks of bushfire to persons or property.

[To discourage the establishment of recreational structure such as tennis courts and swimming pools that prevent long term enhancement of the vegetation cover in the coastal settlements of Anglesea, Aireys Inlet, Fairhaven and Moggs Creek.](#)

3.0

5/10/2006
C18
Proposed C96

Permit requirement

Vegetation

A permit is not required to remove, destroy or lop any vegetation that is:

- within 3 metres of a building used for accommodation (or overhangs this area).
- listed as an environmental weed in the incorporated document, "Weeds of the Surf Coast Shire, (2013)".
- not native to Victoria.
- dead.
- [The minimum amount necessary to;](#)
 - [Maintain a minor utility installation.](#)
 - [Maintain a utility installation in accordance with a code\(s\) of practice approved by Secretary of the Department of Environment, Land, Water and Planning.](#)
- and is within the designated 'habitation envelope' area, shown in map 2 to this schedule, or is the minimum extent necessary for;
 - the construction of a vehicle access from the street to the 'habitation envelope' and
 - the construction and maintenance of reticulated services.

Fencing

A permit is required to construct a fence.

This does not apply in the settlements of Torquay and Jan Juc or to a post and wire fence:

- with a 200mm clearance from ground level and
- that is not more than 1.5m in height.

Application requirements

Comment [BN2]: Wording requested
AIDA

Comment [BN3]: Barwon Water

A planning application must be accompanied by the following information, as appropriate:

- A vegetation assessment report that includes:
 - Identification of any native vegetation or other habitat components on site to be retained and / or removed or disturbed,
 - The location of all environmental weeds listed in 'Weeds of the Surf Coast Shire' (2012) on the site.
 - Recommended measures to suitably protect native vegetation from damage during the proposed works.
- Scaled and dimensioned plans showing proposed,
 - Fencing,
 - Buildings and works and
 - Subdivision layout.

Referral of application

Applications must be referred in accordance with Section 55 of the Act to the referral authority specified in Clause 66.04 or a schedule to that clause.

4.0 Decision guidelines

5/10/2006
C14
Proposed C96

Before deciding on an application to remove any native vegetation, construct a building or carry out works, or subdivide land, the responsible authority must consider, as appropriate:

- The environmental objectives to be achieved.

Vegetation removal

- The impact of the proposal on the biodiversity conservation values of the area.
- The value and specific qualities of the effected biodiversity asset as defined in the reference document 'Surf Coast Shire Biodiversity mapping project' (2014).
- Any relevant Flora and Fauna Guarantee Action Statements and threatening processes including No. 155 (Merran's Sun orchid), No. 141 (Coastal Moonah Woodland), No. 49 (Rufous Bristlebird), No. 74 (New Holland Mouse), No. 92 (Powerful Owl), No. 15 (Spot-tailed Quoll).
- The results of any vegetation assessment or survey of the biodiversity assets contained on the site and whether the survey and assessment has been adequately completed under appropriate seasonal conditions and by a suitably qualified person to the satisfaction of the Responsible Authority.
- The reason for removing any remnant vegetation and the practicality of any alternative options which do not require removal of remnant vegetation or other habitat components. Where alternatives exist which do not require the loss of native vegetation or other habitat values these alternatives should be favoured including the removal of vegetation with a lower ecological value (including weeds, exotics or degraded vegetation).
- Whether the retention and / or layout of new landscaping is appropriate and generally consistent with the reference document, 'Landscaping your Surf Coast garden for bush fire,' Surf Coast Shire (2015). Any new landscaping should not increase bushfire risk or compromise defensible space.
- The quality and extent of the vegetation that is to be removed and how preference has been given to enhancing the mapped patch of vegetation primarily through weed removal and / or revegetating within the patch using species from the relevant Ecological Vegetation Class.

Buildings and works

Comment [BN4]: John Keaney peer review

Comment [BN5]: DELWP

Comment [BN6]: CFA

- The impact the proposed buildings or works will have on the biodiversity conservation values of the area and the practicality of siting buildings and works away from patches of native vegetation to ensure its ongoing protection.
- The means of protecting native vegetation during the construction of buildings and works and the on-going management of vegetation post construction.
- The need for a compact building design to reduce the defensible space footprint.

Subdivision

- The impact the proposed subdivision will have on the biodiversity conservation values on the site or adjacent sites particularly public land or nature reserves.
- Whether the subdivision will lead to an intensification of development abutting or within close proximity to the bushfire hazard interface and ultimately lead to inappropriate losses of native vegetation in response to bushfire mitigation measures.
- Whether the subdivision layout will;
 - create new lots that are capable of providing for a new dwelling with a 2-3m clear zone, free of all combustible materials including timber fencing, outside vegetated areas.
 - reduce impacts on the highest value vegetation.
 - Limit vehicular access to a single crossover (if practical) to minimise any adverse impact on the vegetated appearance of the street.
 - Provide for the placing of reticulated services in common trenches, using internal roads where practical, in order to minimise impacts on native vegetation.

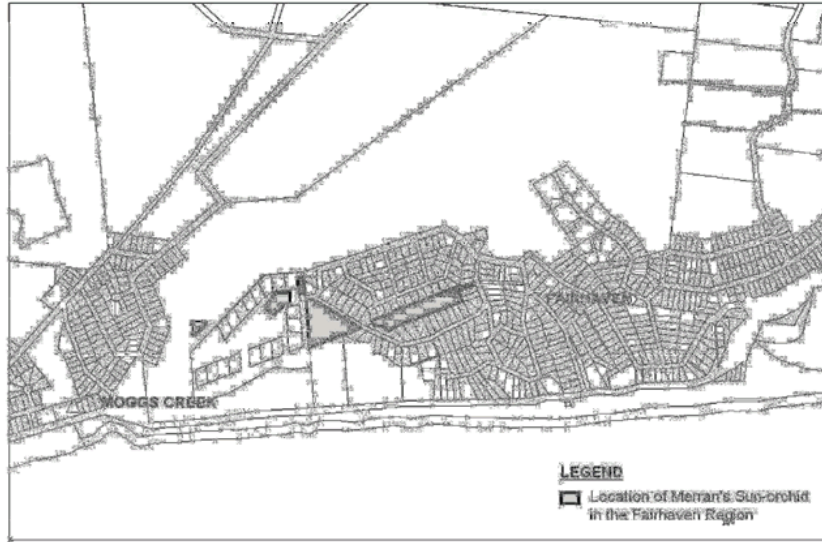
Fencing

- Whether vegetation can be used as the primary means for achieving privacy between residential properties.
- Whether the layout of screen fencing or extensive areas of closely knit mesh fencing enables the continued passage of native fauna across the site, having regard to the habitat on site or connectivity to habitat on surrounding land, particularly public land.

Reference documents

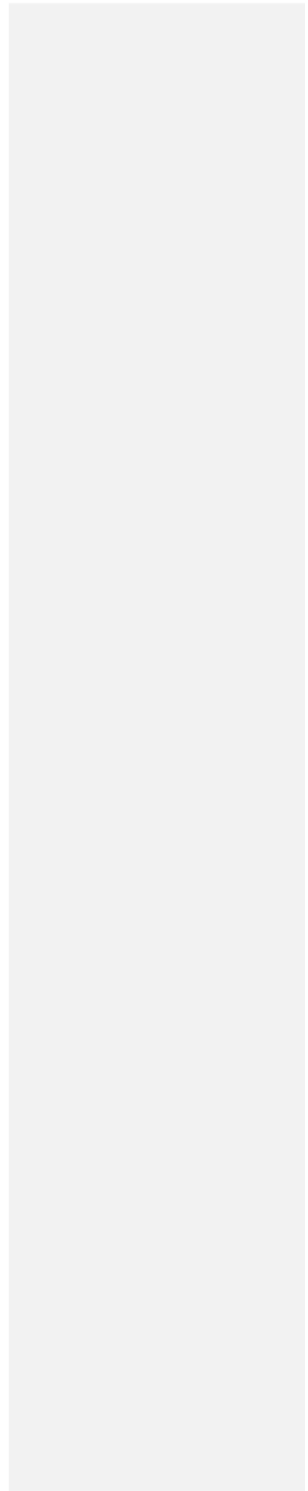
- Surf Coast Shire Biodiversity Mapping Project, Surf Coast Shire, DEPI and CCMA (2014).
- Weeds of the Surf Coast Shire, Surf Coast Shire (2013).
- Regional Bushfire Planning Assessment: Barwon South – West Region, DPCD (2012).
- Landscaping your Surf Coast garden for bush fire, Surf Coast Shire (2015).
- Aireys Inlet to Eastern View Neighbourhood Character Study and Vegetation Assessment (2004).
- Indigenous Planting Guide – Urban Coastal, Surf Coast Shire (2003).

Map 1 to Schedule 4 to Clause 42.01 –Known sites of Merran’s Sun-orchid in Fairhaven



Map 2 to Schedule 4 to Clause 42.01 – ‘Habitation envelopes’, Lots 1 – 6 Harvey Street, Anglesea Heathland





3.5 Municipal Emergency Management Plan 2016-2019

Author's Title: Community Emergency Management Officer **General Manager:** Phil Rowland

Department: Environment & Development

File No: F16/1338

Division: Environment & Development

Trim No: IC16/1364

Appendix:

1. MEMPlan 2016-2019 - February 2017 (D17/136)
2. Summary of Council's Emergency Management Legal Responsibilities (D16/127158)

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 endorse the Surf Coast Shire Municipal Emergency Management Plan 2016–2019 as prepared and endorsed by the Municipal Emergency Management Planning Committee.

Summary

Part 4 of the *Emergency Management Act 1986* requires each municipal Council to establish a Municipal Emergency Management Planning Committee (MEMPC) to prepare a Municipal Emergency Management Plan (MEMPlan), in accordance with specific guidelines, for council's consideration and endorsement.

A review of the Surf Coast Shire MEMP has been undertaken by Council's Emergency Management Unit and the MEMPC. On 5 September 2016 a review panel, consisting of representatives from VicSES, Victoria Police and the Department of Health and Human Services, conducted an audit of the MEMPlan. The Plan performed well against the audit criteria and there were no areas identified as requiring changes. Council has not yet received written confirmation and the full audit report from SES due to delays caused by their response to the landslide events.

The audited MEMPlan was endorsed by the MEMP Committee out of session on 23 December 2016.

The 2016-2019 MEMPlan is fundamentally similar to the current Council endorsed 2014-2017 MEMPlan; however, there are some differences to the content and structure of the plan which in summary are:

- a) updated content to reflect current arrangements and terminology in the Emergency Management Manual Victoria (EMMV)
- b) reorganisation of the content into more logical and user friendly 'Before', 'During' and 'After' sections, in line with current language of Emergency Management Victoria
- c) updated appendices to ensure they are current and correct.

No changes have been made to the roles, responsibilities or resources of Council described in the 2014-2017 MEMPlan.

Recommendation

That Council endorse the Municipal Emergency Management Plan 2016-2019 prepared by the Surf Coast Shire Municipal Emergency Management Planning Committee.

3.5 Municipal Emergency Management Plan 2016-2019

Report

Background

The *Emergency Management Act 1986*, requires councils to facilitate the development and maintenance of the Municipal Emergency Management Plan (MEMPlan) by the MEMPC, for consideration and endorsement by council. A summary of Council's emergency management legal responsibilities is included as Appendix 1.

The MEMPlan has been revised and updated by the MEMPC and audited by the State Emergency Service on 5 September 2016. The MEMPC adopted the final MEMPlan on 23 December 2016, subject to receipt of the Audit Report, and recommend to Council for endorsement. The Surf Coast Shire MEMPlan describes the agreed arrangements for the prevention of, preparedness for, response to, and the recovery from emergencies that could potentially occur in the Surf Coast Shire. A description of the MEMPlan is provided in the *Emergency Management Manual Victoria (EMMV)* and an excerpt is included as Appendix 2.

Discussion

The 2016-2019 MEMPlan is fundamentally similar to the current Council endorsed 2014-2017 MEMPlan; however, there are some differences to the content and structure of the plan which in summary are:

- d) updated content to reflect current arrangements and terminology in the Emergency Management Manual Victoria (EMMV)
- e) reorganisation of the content into more logical and user friendly 'Before', 'During' and 'After' sections, in line with current language of Emergency Management Victoria
- f) updated appendices to ensure they are current and correct.

No changes have been made to the roles, responsibilities or resources of Council described in the 2014-2017 MEMPlan.

The MEMPlan has been developed by representatives from all relevant local Surf Coast Shire emergency management agencies in accordance with government guidelines and audited against specific government criteria. In accordance with the plan, the Surf Coast Shire Council is responsible for the management of municipal resources and the coordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies.

In accordance with the plan the emergency management responsibilities of Council include:

- the provision of emergency relief to affected persons during the response phase
- the provision of supplementary resources to lead relief agencies during response and recovery
- municipal assistance to agencies during the response to and recovery from emergencies
- the assessment of the impact of the emergency
- recovery activities within the municipality, in consultation with Department of Health and Human Services.

Personnel who have Emergency Management roles will be drawn from Council's staff pool in the first instance. In the event of a large scale emergency that requires protracted operations, staff from other municipalities will be requested in accordance with the intent of the MAV's Inter Council Emergency Resource Sharing Protocols. Memorandums of Understanding with neighbouring municipalities support these arrangements.

Financial Implications

There are no direct financial implications from the proposed changes to the current arrangements.

Council Plan

Theme 3 Communities
Objective 3.1 Communities that plan for, and recover from, disasters
Strategy 3.1.1 Dedicate resources to provide effective and efficient planning for management of, and recovery from, disasters.

3.5 Municipal Emergency Management Plan 2016-2019

Policy/Legal Implications

Council has significant emergency management responsibilities under various Acts, including facilitating development and maintenance of a MEMPlan. A summary of Council's key legal responsibilities are included in Appendix 2.

Officer Direct or Indirect Interest

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

Risk Assessment

The MEMPlan is an important element in the management of events with potential for the most extreme consequences to our community. It is therefore critical that the MEMPlan is regularly updated, audited and maintained. This is currently being achieved.

Social Considerations

There are no direct social impacts from the proposed changes to the current arrangements.

Community Engagement

The MEMPlan is a working plan for Council's and other emergency service providers operations and arrangements and is a publicly available document.

Environmental Implications

There are no direct environmental impacts from the proposed changes to the MEMPlan.

Communication

The Council endorsed MEMPlan will be distributed to all agencies and organisations involved in emergency management in the municipality and an abridged version will be posted on the Surf Coast Shire Council website.

Conclusion

The MEMPlan has been prepared and audited in accordance with all legal requirements. The MEMPlan has been reviewed and updated by the MEMP Committee to ensure content is current and correct and changes have been made to the structure of the plan to improve useability. No changes have been made to the roles, responsibilities or resources of Council described in the 2014-2017 MEMPlan.

It is recommended that Council endorse the Municipal Emergency Management Plan 2016-2019 prepared by the Surf Coast Shire Municipal Emergency Management Planning Committee.

3.5 Municipal Emergency Management Plan 2016-2019

APPENDIX 1 MEMPLAN 2016-2019 - FEBRUARY 2017



Surf Coast Shire Council

Municipal Emergency Management Plan 2016-2019

Version 2, September 2016

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Version Control

Version Control

Date	Version	Details
2007	Emergency Management Plan 2007	Endorsed by Surf Coast Shire Council
2011-13	Municipal Emergency Management Plan 2011-13	Endorsed by Surf Coast Shire Council
2014-17	Municipal Emergency Management Plan 2014-17	Endorsed by Surf Coast Shire Council
2016-19	Municipal Emergency Management Plan 2016-19	

Amendment History

Date	Version	Change / reason for change
May 2014	Municipal Emergency Management Plan 2014-2017 Version 1	Major Revision and changes to structure of MEMPlan in readiness for 23May 2014 Audit.
Sep 2014	Version 1	Part 6 – updates to MERC and RERC role statements to reflect changes to EMMV.
Nov 2015	Version 1	Appendix 3 – Surf Coast Shire Emergency Management Contacts Appendix 4 – Emergency contact details Barwon South West Region Appendix 8 – Community Emergency Risk Assessment Appendix 15 – Municipal Emergency Management Planning Committee (MEMPC) Appendix 16 – MEMPC Sub Committees
Sep 2016	Version 2	Revised and updated

Disclaimer

Every effort has been made to ensure that all information contained in this management plan is correct and accurate. Surf Coast Shire Council does not guarantee that this plan is without any omissions or errors and therefore disclaims any liability for any errors, loss or other consequence, which may arise from the use of any information within this document.

Key contacts

Emergency response contact list, current as at 26 August 2016

Emergency	24 Hrs	Website
RESPONSE		
Ambulance	000 emergency 5229 8890 Health Command	www.ambulance.vic.gov.au
Australian Red Cross	1800 232 969	www.redcross.org.au
Country Fire Authority	000 emergency 1800 007499 District 7	www.cfa.vic.gov.au
Life Saving Victoria	13 78 73	www.lifesavingvictoria.com.au
Police	000 emergency 0467 767521 MERC	www.police.vic.gov.au
SES – Floods and storms	13 25 00 9256 9350 Geelong	www.ses.vic.gov.au
Surf Coast Shire	5261 0600 0417 139977 MERO	www.surfcoast.vic.gov.au
Vic Roads	13 11 70 0419 824363 regional on call	www.vicroads.vic.gov.au
HOSPITALS AND HEALTH SERVICES		
Lorne Community Hospital	5289 4300	www.lornecommunityhospital.com.au
Winchelsea Hospital	5267 1200	www.hesseruralhealth.net.au/
Barwon Health Torquay	4215 7800	www.barwonhealth.org.au
ENVIRONMENTAL POLLUTION		
EPA Victoria	1300 372 842	www.epa.vic.gov.au
EPA Regional Emergency Response	0477 755 004	www.epa.vic.gov.au
UTILITIES		
Electricity – Powercor	13 24 12	www.powercor.com.au
Gas – SP AusNet	13 17 99	www.sp-ausnet.com.au
Telecommunications – Telstra	13 22 03, 5224 6044	www.telstra.com.au
Water – Barwon Water	1300 656 007	www.barwonwater.vic.gov.au
OTHER		
Parks Victoria	13 19 63	www.parks.vic.gov.au
Work Safe Victoria	13 23 60	www.worksafe.vic.gov.au
Coast Guard (Geelong)	5278 8440 0417 012 661	www.coastguard.com.au/flotillavic/50-vf8

Appendix 3: Surf Coast Shire Emergency Management Contacts

Appendix 4: Emergency contact details Barwon South West Region

Available on the EM Portal, please contact the Surf Coast Shire MERO for access.

Part 1 – Introduction

1.1 Agency and municipal council endorsement

This Municipal Emergency Management Plan (MEMPlan) has been produced by and with the authority of Surf Coast Shire Council pursuant to Section 20(1) of the *Emergency Management Act 1986 and 2013*.

The Surf Coast Shire Council understands and accepts its roles and responsibilities as described in Part 4 of the *Emergency Management Act 1986 and 2013*. The Surf Coast Shire Council understands and supports the concept that mutual aid between Municipalities may be required during and following emergencies.

This MEMPlan is the result of the corporative efforts of the agencies and organisations that comprise the Municipal Emergency Management Planning Committee (MEMPC).

Signed on behalf of the Surf Coast Shire Council)
by the Chief Executive Officer)
pursuant to the instrument of delegation)
dated dd MMMM yyyy in the presence of:)

Witness

1.3 Audit certificate

<INSERT AUDIT CERTIFICATE>

1.3.1 Audit

The Surf Coast Shire Council, pursuant to Section 21A of the *Emergency Act 1986 and 2013*, will submit the Municipal Emergency Management Plan to the Victoria State Emergency Service for audit. The purpose of the audit is to assess this plan's compliance with the guidelines issued by Victoria's Coordinator-in-Chief.

Council will respond to all requests resulting from the audit as required.

This plan will be subject to audit every three (3) years. The next audit is due 2019.

Note: Council must provide a written response to the audit report to the Chief Officer Operations within three months of the receipt of the audit report.

Plan Review

The Surf Coast Shire Municipal Emergency Management Plan (MEMPlan) will be reviewed annually or after an emergency where the plan has been utilised.

Organisations and departments delegated with responsibilities in the MEMPlan are required to notify the Municipal Emergency Resources Officer (MERO) of any required changes.

The MERO will conduct a bi-annual audit of all emergency management key contacts and agency information and ensure the plan is updated accordingly. At each quarterly MEMPC meeting, members are requested to verify their contact details via the attendance list.

A major review will be undertaken by a working group made up of members of the MEMPC prior to the regulated audit of the plan (every three years). This process is instrumental in identifying emergency risks that could impact on the Surf Coast Shire.

It is the responsibility of the Municipal Emergency Manager (MEM) to ensure that all facets of the MEMPlan, including terminology, are updated on a regular basis. Minutes of meetings will be taken and kept on record.

The Emergency Management Unit will support the MEM in the role of MEMPlan caretaker. Any amendments will be produced and distributed by the Surf Coast Shire Council as required, and agencies, as identified on the distribution list, are required to acknowledge receipt of the amendments. A complete redistribution of the MEMPlan will be at the conclusion of the major review and copies will be forwarded to those organisations listed in the distribution list including the State Library of Victoria.

Appendix 2: MEMPlan Distribution List.

1.4 Aim

The aim of the Surf Coast Shire Municipal Emergency Management Plan (MEMPlan) is to detail the agreed arrangements for the prevention of, preparedness for, response to, and the recovery from emergencies that could potentially occur in the Surf Coast Shire as identified in *Part 4 of the Emergency Management Act 1986 and 2013* and the *Emergency Management Manual Victoria (EMMV)*.

1.6 Objectives

The objectives of the Municipal Emergency Management Plan are to:

- Identify, treat and evaluate potential risks that could impact on the Surf Coast Shire community.
- Implement measures to prevent or reduce the likelihood or consequences of emergencies.
- Manage arrangements for the utilisation and implementation of municipal resources (being resources owned by or under the direct control of the municipal council) and other resources available for use in prevention, preparedness, response and recovery to emergencies.
- Manage support that may be provided to or from adjoining municipalities.
- Assist the affected community to recover following an emergency.
- Complement other local, regional and state government planning arrangements.

The Surf Coast Shire MEMPlan is consistent with the following objectives contained in the *EMMV*, which aims to:

Deals with all hazards: While most attention is given to the obvious emergencies such as fire, flood and transport accidents, a wide range of hazards are dealt with using the emergency management arrangements and resources. This includes emergencies for which there has been little or no experience in Victoria, such as emergency animal disease, terrorist incidents, earthquakes or environmental emergencies.

Be integrated (involve all people and relevant agencies): The management of emergencies is a shared responsibility involving many people and organisations in the community. It is not something done by one sector of the community to or for the rest of society, although some organisations have specialist roles. In addition to the emergency services, all government departments may have some role to play. The emergency response role may be a minor part of their responsibilities, however many departments have an essential prevention responsibility. Examples include land use planning, occupational health and safety, clean water, public health and building regulations. These are part of the prevention infrastructure.

Municipal councils have essential roles in emergency management. Voluntary organisations such as Australian Red Cross, St John Ambulance, Wireless Institute Civil Emergency Network (WICEN) and search and rescue organisations play well-defined roles in emergency management.

As members of the MEMP Committee, the relief and recovery agencies detailed in this plan have agreed to provide services in emergency events.

Be comprehensive (cover prevention, response and recovery): Prevention, response and recovery are all important aspects of emergency management and each are addressed in these arrangements. The model of emergency management shown below makes clear that there is not a strict sequence, nor a hierarchy of relationships. All activities are important, and in a comprehensive model, have a place in the overall scheme. Emergency management activities do not take place in any particular sequence or cycle. It is now recognised that prevention, response and recovery do not follow each other in order. They can all operate at the same time.

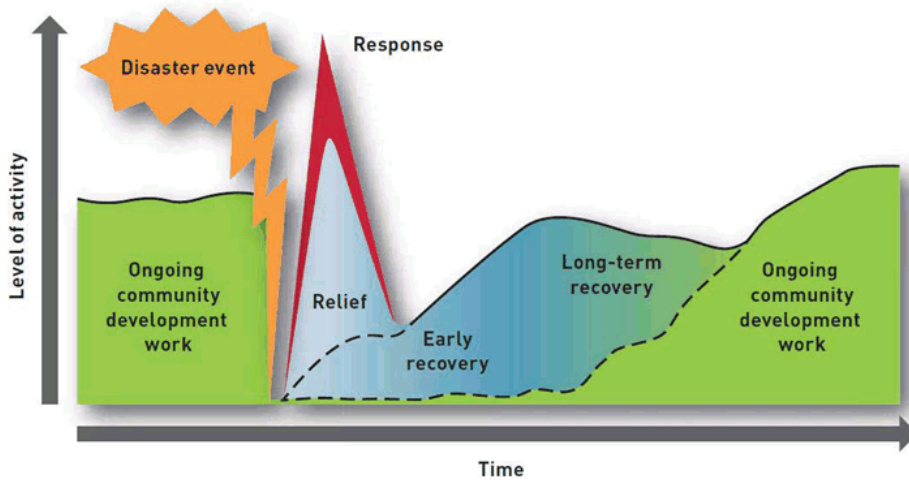


FIGURE 1: TIME SEQUENCE OF EMERGENCY MANAGEMENT ACTIVITIES (SOURCE: AEMI HANDBOOK 2).

Response activities commence as soon as possible after the time of impact, peak to full effort quickly, and often cease promptly when the emergency has been dealt with, and/or affected people have been rescued or evacuated.

Recovery activities commence at or soon after the time of impact, and peak to full effort more gradually and often later than response activities. Recovery activities may continue for a considerable period of time, gradually tapering off and merging into normal community activities in the weeks, months or even years after impact.

Prevention, response and recovery are not phases or stages of emergency management. The model sees them as clusters of activities. They take place as needed, and do not necessarily follow one another in a sequential order.

1.7 Victorian arrangements

In Victoria, emergency management planning is conducted at three levels, State, regional and municipal. *Figure 2: VICTORIA'S Emergency Management Planning* shows the principal planning committees for emergency management in Victoria.

The framework for the management for all types of emergencies in Victoria is provided by the *Emergency Management Act 1986 and 2013* and by the State Emergency Response and Recovery planning arrangements contained within the *EMMV*.

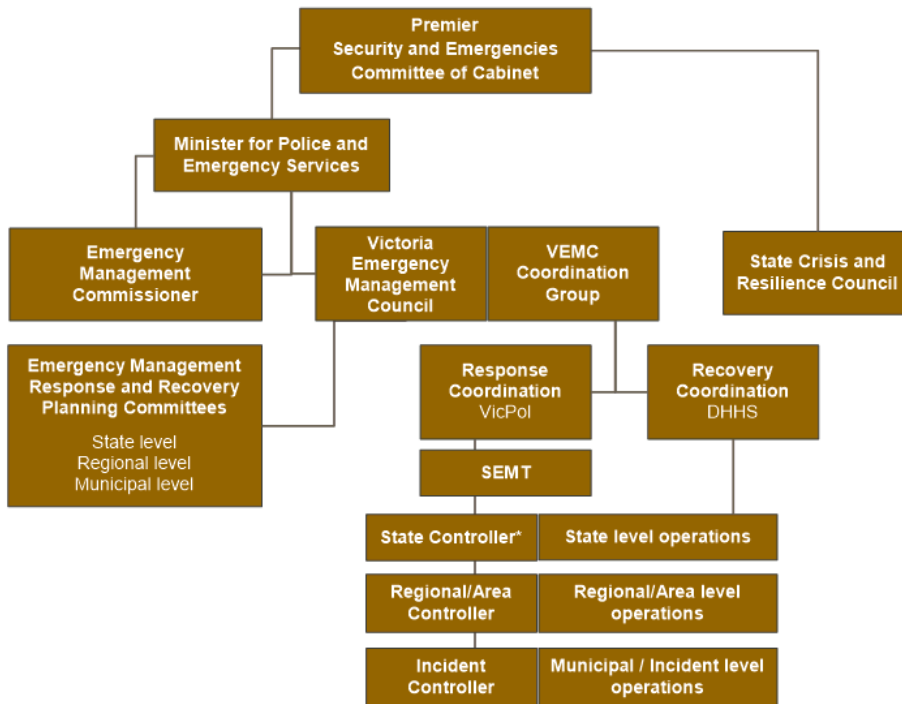
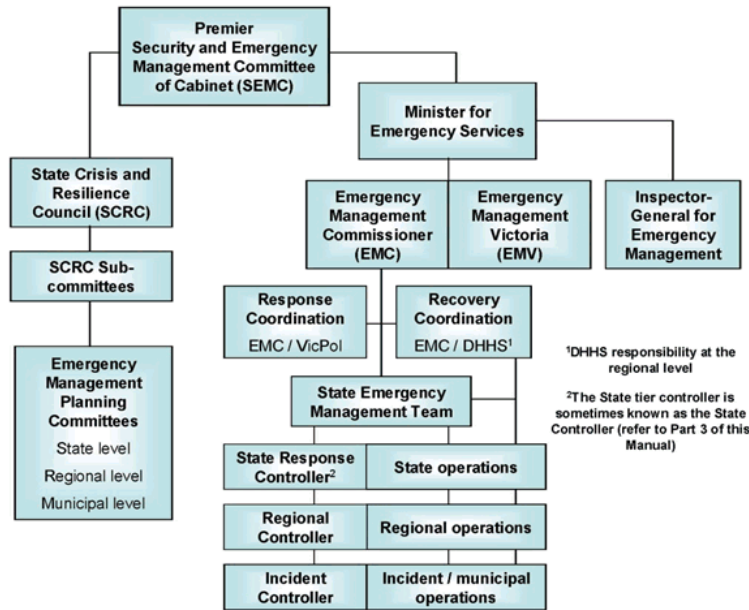


FIGURE 2: VICTORIA'S EMERGENCY MANAGEMENT PLANNING AND OPERATIONAL STRUCTURE, (EMMV PART 1) MUNICIPAL EMERGENCY MANAGEMENT FUNCTIONS

The Surf Coast Shire Council is responsible for the management of municipal resources and the coordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies. Emergency management responsibilities of Council include:

- The provision of emergency relief to combatants and affected persons during the response phase;
- The provision of supplementary supply (resources) to lead and relief agencies during response and recovery;
- Municipal assistance to agencies during the response to and recovery from emergencies;
- The assessment of the impact of the emergency; and
- Recovery activities within the municipality, in consultation with Department of Health and Human Services.

1.7.1 Emergency management resource sharing

Personnel who have emergency Management roles will be drawn from Council's staff pool in the first instance. In the event of a large scale emergency that requires protracted operations, staff from other municipalities may be requested in accordance with the intent of the MAV's Inter Council Emergency Resource Sharing Protocols. MOUs with neighbouring municipalities support these arrangements.

Further information regarding resource supplementation, including plant, equipment and services is listed in [8.7.2](#) of this document and in the Emergency Relief Centre Standard Operating Guidelines.

1.8 Purpose of plan

The purpose of this plan is to bring together, in an integrated organisational network, the resources to prevent or mitigate, respond to and recover from emergencies. It accepts that emergencies touch people's life experiences in different ways and recognises that there is not and cannot be a single organisation, solely responsible for dealing with all aspects of emergencies.

In achieving this Surf Coast Shire Council acknowledges the linkages between this plan and the broader emergency, risk management and community safety context. This plan is to be read in consideration of the following plans and strategies:

MEMPlan Sub plans*

- Surf Coast Fire Management Plan
- Surf Coast Shire Municipal Flood Emergency Plan
- Otway District Emergency Relief and Recovery Plan
- Surf Coast Shire Heatwave Plan
- Surf Coast Shire Influenza Pandemic Plan
- Surf Coast Shire Public Health Emergency Management Sub Plan
- Bushfire Places of Last Resort Plan
- Community Emergency Risk Assessment

Municipal (Council plans and strategies)*

- Strategic Fuel Management Program (TRIM D13/125861)
- [Health and Wellbeing Plan](#)
- [Accessible and Inclusive Surf Coast Shire Strategic Plan 2014-24](#)
- [Positive Ageing Strategy](#)
- [Early Years and Youth Strategy](#)
- [Risk Management Policy](#)
- [Roadside Management Strategy](#)
- [Road Safety Strategy](#)
- [Slashing and Grading Program](#)
- [Landscaping your Surf Coast Garden for Bushfire](#)
- Disaster Planning for Pets within Surf Coast Shire (TRIM D13/144620)
- Business Continuity Plan (SCS Intranet)
- [Planning Scheme – Bushfire Management Overlay](#)

Other relevant plans and strategies

- [Road Safety Strategy \(VicRoads\)](#)
- [Community Information Guides](#) (formerly Township Protection Plans)
- [Regional Strategic Fire Management Plan](#) (IFMP)
- [FloodSafe](#) (SES)
- [Aireys Inlet Local Flood Guide](#)
- [StormSafe](#) (SES)
- [Victorian Heatwave Plan](#) (Department of Health and Human Services)
- [Victorian Human Influenza Pandemic Plan](#) (Department of Health and Human Services)
- [Biosecurity Strategy for Victoria](#) (Department of Economic Development, Jobs, Transport and Resources)

Operational guidelines and documents*

- Emergency Relief Centre Standard Operating Guidelines (TRIM D12/52687)
- MECC Procedures for Activation (TRIM D12/39726)
- Single Incident Protocol (Appendix 18)

* Copies of the above plans and documents are available on the Surf Coast Shire Emergency Management Portal, please contact the MERO for access. Sub plans are also available on the Surf Coast Shire website.

1.8.2 Updates (sub-plans and operational plans)

Maintenance responsibility of all Council related sub-plans, operations plans, strategies, standard operating procedures that support the Municipal Emergency Management Plan rest with the relevant author.

Appendix 1: MEMP Sub plans, related procedures and operating guidelines

1.8.3 Public access

An edited version of this plan, omitting all contact names, numbers and confidential information, is available the Surf Coast Shire Council website www.surfcoast.vic.gov.au, the municipal library and the State Library of Victoria.

1.8.4 Privacy

Recipients of the plan are advised that names and contact numbers contained within will be used only for essential emergency management purposes and will be managed in accordance with the *Information Privacy Act 2000*. This extends to other parts of the plan where names and contact numbers are provided. The public version shown on Council's website will have all names and contact numbers removed.

1.9 Maintenance of the MEMPlan

1.9.1 Authority

This plan is developed by the Surf Coast Shire Municipal Emergency Planning Committee formed under the authority of the Surf Coast Shire Council pursuant to the requirements of Part 4, Section 20 of the *Emergency Management Act 1986*.

This plan is administered by the Community Emergency Management Coordinator.

Please address all enquiries to:

Community Emergency Management Coordinator
Surf Coast Shire
PO Box 350, Torquay 3228

1.9.2 Training

The organisational capability and effectiveness is directly related to the knowledge, training and experience of the staff nominated to undertake various roles in an emergency. It is recognised that personnel who fulfil the various emergency management functional roles undertake these duties in addition to their normal substantive positions.

Training will be specific and tailored to the functions being undertaken. It is the responsibility of the Surf Coast Shire Emergency Management Unit to coordinate the training of those with emergency management roles.

1.9.3 Exercises

Arrangements within this Plan are tested annually; this is done under the auspice of the Surf Coast Shire Municipal Emergency Management Planning Committee (MEMPC). Any areas identified for improvement are addressed and where possible implemented as improvements to the plan. All changes are tabled at the quarterly MEMPC meetings.

Appendix 14: Table of Exercises

1.9.4 Threats

A Community Emergency Risk Assessment (CERA) process using the generic guidelines of the *Risk Management Standard AS/NZS 31000:2009* has been undertaken by the MEMPC to identify perceived threats to the municipality. This process is not intended to exclude any form

of emergency and, to this end, this document has adopted a flexible 'all hazards approach'. A summary of the CERA and its findings is located in *Part 5*.

Appendix 8: Community Emergency Risk Assessment (CERA)

1.10 Key contacts

The key contacts for emergency management in the Surf Coast Shire are:

- Municipal Emergency Management Planning Committee members
- Surf Coast Shire Council
- Regional response and recovery agencies

Contact information for these groups is detailed in the appendices section of this plan.

Appendix 15: Municipal Emergency Management Planning Committee

Appendix 3: Surf Coast Shire Emergency Management Contacts

Appendix 4: Emergency contact details Barwon South West Region

Part 2 – Background

2.1 Context

Surf Coast Shire is located in south-western Victoria, 120km from Melbourne and 21km south of Geelong and encompasses a diversity of rapidly changing communities ranging from small coastal hamlets and sparsely populated rural communities to larger coastal towns. The Shire is located in south western Victoria between 10 and 60 kilometres south west of Geelong.

The southern part of the Shire consists of a linear pattern of coastal townships including Torquay, Jan Juc, Anglesea, Aireys Inlet, Fairhaven and Lorne. With the exception of Torquay and Jan Juc, these townships are sited on the coastal edge of the Otway Ranges and are surrounded by large areas of national and state park. North of the ranges is large rural community with population centres at Winchelsea, Moriac and Deans Marsh. The Shire covers an area of 1,560 square kilometres.

The Great Ocean Road enables access to towns such as Aireys Inlet, Fairhaven and Lorne and these areas developed as tourist centres. The Shire has experienced significant growth from the 1980s onwards. This has generally been focused in the Torquay-Jan Juc area, a result of the area's increased access to Geelong (particularly after the duplication of the Surf Coast Highway).

Population growth in the Shire has in part been driven by the increase in occupancy over the last twenty years as holiday houses have been converted to permanent occupancy. The Shire continues to accommodate significant numbers of tourists, particularly in summer, when the population generally doubles in size.



2.2 Topography

The Shire is strongly influenced by physical and topographical features, which impact on urban development and land use management. It is characterised by a diverse range of environments including coastline, native forests, rural plains and significant rivers, lakes and wetlands. In the course of time these features have contributed to creating distinctive communities with quite different expectations about how their areas should develop or be maintained.

There are three distinct Bioregions within the Surf Coast Shire, known as the Otway Ranges Bioregion, Otway Plain Bioregion and Victorian Volcanic Plain Bioregion.

1. **The Otway Plain Bioregion** includes the coastal plains and dunes, the foothills with river valleys and swamps in the lowlands. The ridges seen today mark the positions of the difference to successive shorelines as the ocean has retreated from these areas over time to where it is today.
2. **The Otway Ranges Bioregion** consists of moderate to steep slopes that are deeply dissected blocks of alternating beds of sandstone, siltstone and shale's and swampy alluvium in the lowlands.
3. **The Victorian Volcanic Plain Bioregion** contains highly significant remnant vegetation communities that are supported by volcanic deposits that form an extensive flat to undulating basaltic landscape.

The unique geographical location is acknowledged and the strengths of its regional position. These include proximity to major road and rail networks, the Port of Geelong and Avalon Airport. Iconic sites such as Bells Beach Surf Recreational Reserve, the Great Ocean Road, the Great Otway National Park as well as beautiful coastal and hinterland areas attract tourists and residents alike.

Due to its landscape, the Surf Coast Shire is recognised by the Country Fire Authority (CFA) as being one of the most fire prone areas in the State of Victoria. The Great Otway National Park has been classified as one of the most vulnerable bushfire prone regions in the world.

Whilst bushfire is a major concern, this Municipal Emergency Management Plan is designed to cater for any form of emergency which may impact the Shire. There are a number of concerns regarding bushfires, which are unique to this particular region:

- A bushfire during the holiday period, where up to 100,000 people could be visitors, is particularly alarming. Public awareness and information programs therefore have to cater not only for residents, but also visitors.
- The main escape route from a major bushfire sweeping down from a northerly direction towards the coast is the narrow, winding Great Ocean Road. This route is extremely vulnerable to blockages (accidents, rock falls etc) which could result in many thousands of people being stranded in coastal towns, or, more alarmingly, along the roadside.

Despite these concerns, there are a number of positive factors in the Shire's favour in dealing with a major emergency including the close proximity of Geelong and the relative speed with which additional assistance could be deployed to various combat agencies.

2.2.1 Major rivers, lakes and waterways

- Anglesea River
- Painkalac Creek
- Thompson Creek
- Spring Creek
- Cumberland River
- Lake Murdeduke
- Lake Modewarre
- Barwon River

2.2.2 Boundaries

Surf Coast Shire is bounded by the Golden Plains Shire to the north, the City of Greater Geelong to the north east and the Colac Otway Shire to the west.

2.2.3 Major roads

- Great Ocean Road
- Lorne Deans Marsh Road
- Anglesea Road
- Princes Highway
- Hendy Main Road
- Surf Coast Highway
- Mt Duneed Road

2.2.4 Rail

The VLine service from Geelong to Warrnambool cuts across the northern part of the Shire, with one stop in Winchelsea. VLine and VicTrack manage the parcel of land either side of the track and carry out vegetation management works within four km's of townships.

2.2.5 Climate

Surf Coast Shire is in a mild temperate zone with definite seasons of summer, winter, autumn and spring. Winters are generally mild to cool and have low humidity, often with coastal winds and driven rain. Summers are usually hot or very hot with moderate humidity and high bushfire risk. Autumn and spring are generally the most comfortable seasons, however the location of Surf Coast Shire in southwest Victoria means the weather is highly changeable.

2.2.6 Municipal features and community facilities

Torquay	Community Civic Precinct, including sports facilities
	Surf World retail and tourist precincts, Gilbert Street, Torquay Central and Bell Street
	Torquay Surf Lifesaving Club
	Torquay Foreshore Camping Ground
	Spring Creek sports facilities

	RACV Resort and golf course
	The Sands Resort and golf course
	Surf Coast Secondary College
	Torquay P-6 College
	St Therese Primary School
Jan Juc/Bellbrae	Jan Juc Surf Lifesaving Club
	Bob Pettitt Reserve
	Stuart Avenue shopping precinct
Anglesea	Great Ocean Road retail and tourist precinct
	Anglesea Riverbank tourism and recreation area
	Alcoa Power Station
	Ellimatta Reserve
	Anglesea Golf Club
	Anglesea Primary School
	McMillan Street community precinct
	Anglesea Surf Lifesaving Club
Aireys Inlet / Fairhaven / Moggs Creek	Great Ocean Road Shopping Precinct
	Lorne Aireys P-12 School
	Aireys Inlet community precinct, including tennis club
	Fairhaven Surf Lifesaving Club
	Split Point Lighthouse
Lorne	Mountjoy Parade retail and tourist precinct
	Lorne Aireys P-12 School
	Stribling Reserve, sports club and facilities
	Lorne Sea Baths
	Lorne Foreshore Caravan Park
	Point Grey, including pier
	Lorne Swing Bridge
Winchelsea	Eastern Reserve, sports club and facilities
	Winchelsea Primary School
	Winchelsea Swimming Pool
	Winchelsea retail precinct
	Winchelsea Leisure Time Centre
Moriac, Modewarre	Moriac general store
	Moriac Primary School
	Moriac and Modewarre sports ovals
Deans Marsh, other	Dean Marsh Hall
	Deans Marsh Primary School

2.3 Demography

2.3.1 Permanent population

Surf Coast Shire exhibits strong permanent population growth past, present and future and significant peak and part time populations in coastal towns.

The latest available official figures show:

- Surf Coast Shire has been recognised as one of regional Victoria’s fastest growing municipalities for more than a decade with annual population growth averaging 2.8 per cent.
- Population is 28,941 in 2015 (latest official Estimated Resident Population)
- Strong growth is forecast to 36,381 in 2026 and an estimated 43,763 by 2036 and 29,346 in 2016 (.id Forecast).

Population 2011		
	Number	%
Population (excluding o/s visitors)	25,874	100
Males	12,835	49.6
Females	13,039	50.4
Disabled (requiring assistance)	870	3.4
Total born overseas	2,959	11.4
Total born in Australia	21,694	83.8
Birthplace not stated	1,220	4.8
Language spoken at home – English only	23,937	92.5
Language spoken at home – Non-English	889	3.4
Language spoken at home – Not stated	1,047	4.0

SOURCE: 1 ABS, CENSUS OF POPULATION AND HOUSING 2011.) COMPILED AND PRESENTED IN PROFILE.ID BY .ID, THE POPULATION EXPERTS

Distribution of the population in 2011 and 2016				
Area name	2011	2016*	Households 2016	Avg size Household 2016*
Anglesea	2,585	2,653	1,112	1,158
Jan Juc - Bellbrae - Bells Beach	4,631	4,839	1,693	1,822
Lorne - Aireys Inlet	2,435	2,579	1,078	1,148
Moriac and Moriac Districts	4,403	4,453	1,534	1,597
Old Torquay - Torquay West	4,917	5,899	1,943	2,338
Torquay North	5,574	6,714	1,995	2,467
Winchelsea	2,131	2,208	874	916
Total Surf Coast Shire	28,676	29,345	10,229	11,416

SOURCE: 2 ID CONSULTING 2013 * FORECAST FIGURES

Surf Coast Shire forecast 2011-2021 and age percentile				
Age group	2011	%	2026*	%
0-17 years	6,619	24.8	8,252	22.7
18-34 years	4,678	17.5	6,174	17.0
35 to 49 years	6,092	22.8	7,187	19.8
50 to 59 years	3,795	14.2	4,755	13.1
60 to 69 years	2,985	11.2	4,426	12.2

70 and over years	2,506	9.4	5,587	15.4
Total Persons	26,675		36,381	

SOURCE: 3 ID CONSULTING 2013 * FORECAST FIGURES

2.3.2 Fluctuating population

The population fluctuates in a unique manner due to the high proportion of holiday homes and visitors which results in an influx of up to approximately 85,500 people during peak periods such as Christmas summer holidays and Easter.

The shire's permanent population is not very culturally diverse with a lower than average proportion of people born overseas and only 3.4% of people speaking another language at home (German and Italian most common) compared with 23.1% in Victoria.

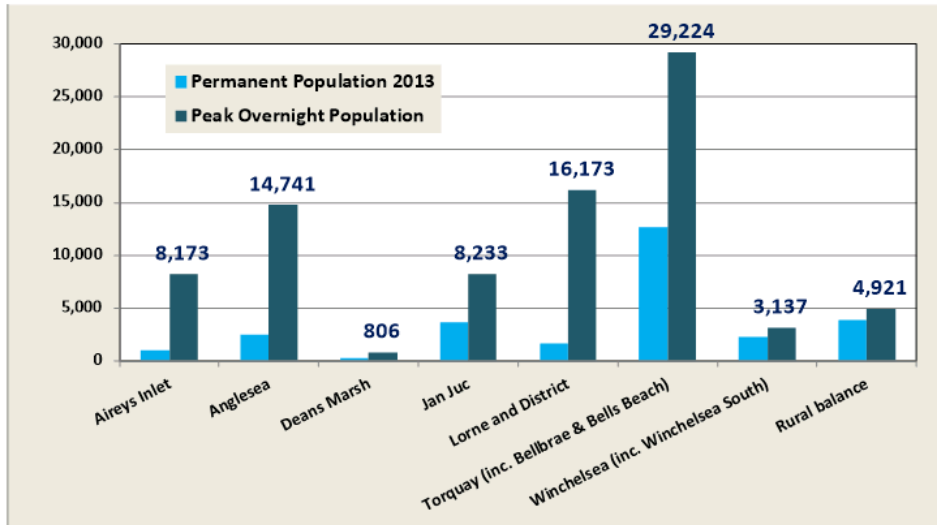
Visitor populations (7.6 million people visited the Great Ocean Road region in 2012) however include people from a broad range of cultural backgrounds. Community safety in relation to water and bushfire risk may be impacted by tourists from non-English speaking background.

Peak Overnight Population, Surf Coast Shire, December 2013–Jan 2014					
	Permanent population 2013	Population Holiday Homes	Population Caravan Parks, cabins, camp sites	Population hotels, motels, apartments, units, B&Bs	Peak overnight population
Aireys Inlet/Fairhaven/Moggs Creek	1,037	6,432	415	290	8,173
Anglesea	2,520	10,341	1,795	85	14,741
Deans Marsh	302	418	75	10	806
Jan Juc	3,680	3,053	1,440	60	8,233
Lorne and District	1,612	7,807	5,215	1,540	16,173
Torquay (inc Bellbrae and Bells Beach)	12,623	10,336	4,965	1,300	29,224
Winchelsea (inc Winchelsea South)	2,242	855	0	40	3,137
Rural towns	3,904	747	160	110	4,921
Total Surf Coast Shire	27,920	39,989	14,065	3,435	85,409

SOURCE: 4 CITY OF GREATER GEELONG, ANNUAL ECONOMIC INDICATORS BULLETIN, 2013.
 *ESTIMATED FOR A PEAK HOLIDAY NIGHT SUCH AS NEW YEAR'S EVE

Permanent and peak population, selected Surf Coast areas, December 2012-January 2013

before



SOURCE: 5 CITY OF GREATER GEELONG, ANNUAL ECONOMIC INDICATORS BULLETIN, 2013

2.3.3 Socio-economic disadvantage

Surf Coast Shire is one of the least disadvantaged municipalities in Victoria, and was ranked 73rd amongst the seventy nine other local government areas, using the SEIFA (socio-economic indexes for areas) index of disadvantage. However, there are local variations and Winchelsea has the lowest SEIFA index in the Shire. The index is derived from Census characteristics such as low income, low educational attainment, high unemployment, and jobs in relatively unskilled occupations as outlined below.

Township	2011 SEIFA Index
Winchelsea	936.0
Lorne	1041.0
Anglesea	1048.0
Aireys Inlet – Fairhaven – Moggs Creek	1056.0
Surf Coast Shire	1067.0
Torquay	1077.0
Jan Juc	1099.0

SOURCE: 6 ID CONSULTING PROFILE FROM AUSTRALIAN BUREAU OF STATISTICS CENSUS 2011

2.3.4 People with a disability in Surf Coast Shire

In 2011 there were 870 people or 3.4% of the population identified in the Census as requiring assistance due to disability, rates were highest in Anglesea and Winchelsea. This data relies on self-evaluation, (or from carers), as requiring need of assistance so it is not verified. In 2015, around 600 people in the shire were receiving a disability support pension.



Other relevant statistics include:

- There was also 80 people 65 years and over with a disability living alone.
- In the future, the large forecast ageing baby boomer population (born 1945–1964) will increase the number of people with disabilities as age is the biggest determinant of disability.
- The shire disability rate in 2011 for 80-84 year olds was 22% rising to 86% for 95-99 year olds.

Need for assistance with core activities, 2011		
Selected Surf Coast towns/areas	Number of people	% of town/area's total population
Torquay Jan Juc	324	2.4
Anglesea	148	6.0
Aireys Inlet-Moggs Creek-Fairhaven	33	3.1
Lorne township	37	3.6
Winchelsea township	153	9.7
Moriac and District	88	2.9
Balance of shire	86	n.a.
Surf Coast Shire	869	3.4

SOURCE: 7 ABC CENSUS 2006 AND 2011

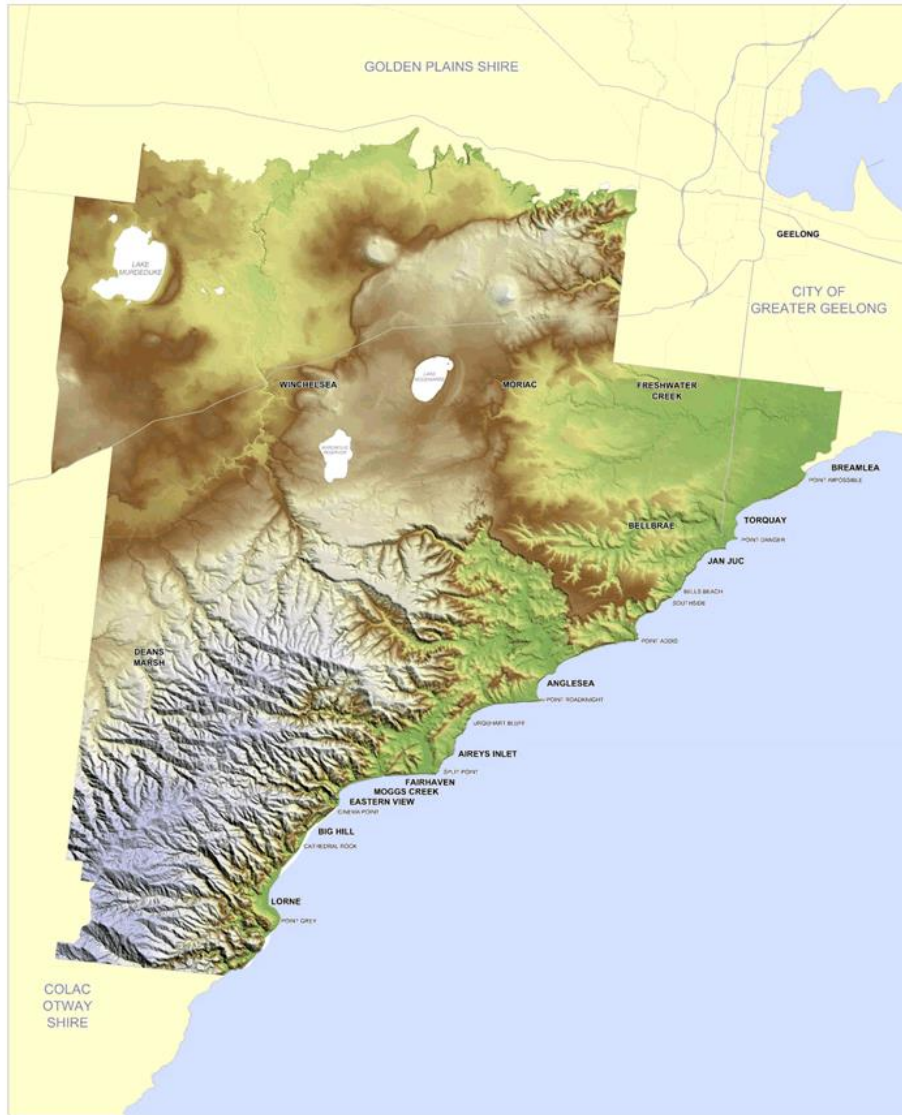
See 4.2 Vulnerable persons

2.4 Municipal locations map

Access to GIS mapping

Surf Coast Shire Council operates a GIS mapping system, *Exponare Enquiry*. Emergency management staff have received training and have full access to this system. After hours contact details for Council's GIS Coordinator is included in *Appendix 3: Surf Coast Shire Emergency Management Contacts*. The *Exponare Enquiry* system and Google maps are available for access through *Crisisworks*, the software program used in the Municipal Emergency Coordination Centre (MECC).

Appendix 29: Surf Coast Shire maps



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Surf Coast Shire



Scale 1: 100,000
 6/11/2013
 Page Size (A1)



This map is produced in the Geospatial Data Infrastructure (GDI) environment
 under the auspices of the Victorian Geospatial Data Infrastructure
 Surf Coast Shire uses the New South Wales MGA94 Zone 55 projection.

MAP 1 – SURF COAST SHIRE LOCATION CONTOUR MAP



before

Part 3 – Planning and preparedness

This section details the planning arrangements for the management of emergencies which affect the community of the Surf Coast Shire. It details specific emergency management roles and responsibilities including the emergency management planning committee structure that oversees emergency management arrangements. Many of the positions are requirements under the *Emergency Management Act 1986*; however the primary purpose of any position or arrangement is to meet the needs of emergency affected communities.

3.1 Planning structures and responsibilities

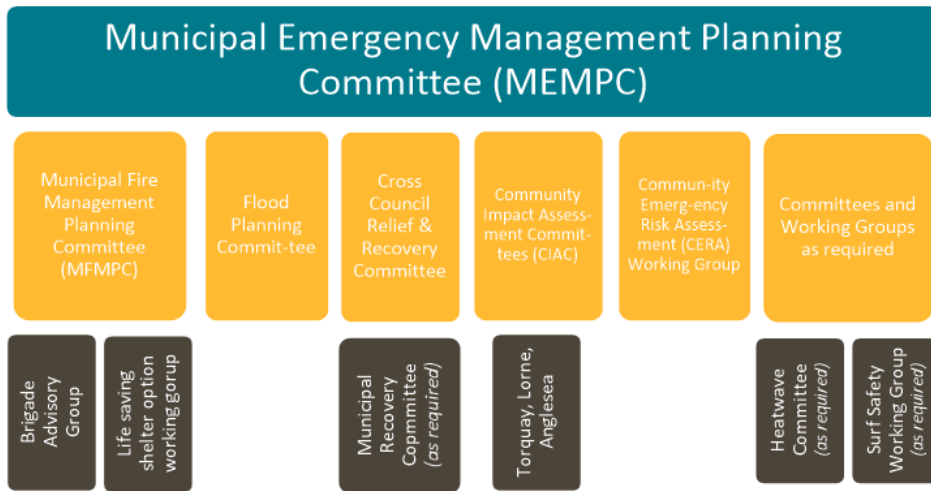


FIGURE 3: EMERGENCY MANAGEMENT PLANNING COMMITTEE STRUCTURE

3.2 Municipal Emergency Management Planning Committee (MEMPC)

The Surf Coast Shire MEMPC Committee is formed pursuant to Section 21(3) and (4) of the *Emergency Management Act 1986*. The MEMPC is responsible for the formulation of a Municipal Emergency Management Plan for Council adoption.

The role of the MEMPC is not to manage emergencies. This is the responsibility of agencies and personnel identified under the Victorian State Response and Recovery Arrangements. The MEMPC enables appropriate planning, response and recovery activities and arrangements.

The ongoing role of the committee is to:

- Develop and maintain the MEMPlan for consideration by Council.
- Review and update the MEMPlan annually, including review of risks and the Community Emergency Risk Assessment (CERA) as required.
- Arrange regular tests/exercises of MEMPlan.
- Assess and review hazards and risks facing the community.
- Call an out of session meeting following an emergency incident or change;
- When necessary, form specialist sub-committees or working groups of the MEMPC on subjects of major significance to the municipal district such as specific risks and related issues, with the view of reporting back to the MEMPC.
- Prepare risk specific response and recovery sub-plans for the municipal district.

Membership

- Surf Coast Shire Council, including the following positions:
 - Municipal Emergency Manager (MEM)
 - Municipal Emergency Resource Officer (MERO)
 - Municipal Recovery Manager (MRM)
- Ambulance Victoria
- Australian Red Cross
- Barwon Community Health Service
- Barwon Water
- Country Fire Authority (CFA)
- Department of Environment, Land, Water and Planning (DELWP)
- Department of Health and Human Services (DHHS)
- Hesse Community Health Service
- Life Saving Victoria
- Lorne Community Hospital
- Parks Victoria
- Powercor
- Salvation Army
- Victorian Council of Churches Emergencies Ministry
- Victoria State Emergency Service
- VicRoads
- Victoria Police

Frequency of meetings

The Surf Coast Shire MEMPC meet quarterly. The MEMPC may call an extraordinary meeting should a significant incident occur within the municipality. A risk assessment will be undertaken to review key priorities of emergency management planning.

Appendix 15: MEMPC Terms of Reference, sample meeting agenda, detailed contact list of Committee members

3.3 MEMPC sub-committees and working groups

To assist with the activities of the MEMPC, sub-committees and working groups have been established and are responsible for planning for the identified risk, for example, relief and recovery, heatwave and bushfire risks which require specific planning.

Refer *Figure 3: Emergency management planning committee structure* details the reporting and relationships of the Surf Coast Shire emergency management committees.

Appendix 16: MEMPC sub committees and working groups

See 6.6 Municipal emergency response personnel

3.4 Surf Coast Shire Council Community Safety Unit

The Surf Coast Shire Council Community Safety Unit has responsibility for the coordination of emergency preparedness activities including the Municipal Emergency Coordination Centre (MECC), Bushfire Places of Last Resort (BPLRs), Community Fire Refuges, Emergency Relief Centres (ERCs), staff training, and emergency infrastructure. The Community Safety Unit is responsible for the maintenance and administration of the MEMPlan.

Members of this unit have been delegated the role of MFPO to assist Council to undertake its legislated obligations as outlined in the *Country Fire Authority Act 1958*.

The unit coordinates the emergency risk management process which involves monitoring existing, and identifying new and emerging emergency and community safety related risks.

The unit has a key role in the planning and delivery of relief and recovery activities across the municipality. They are required to lead the review of Council's Emergency Relief Centres (ERC) arrangements, coordinate staff training for relief and recovery, and coordinate municipal recovery committees and working groups.

3.5 Communications

Victoria Police has the delegated responsibility for communications. This is in accordance with the *EMMV* which identifies that the Victoria Police is the primary support agency for communications.

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

During an emergency effective communication between the MECC, emergency services and emergency relief centres (if required) is vital. For detailed arrangements refer to the *Emergency Relief Centre Standard Operation Guidelines*, available on the Surf Coast Shire Council Emergency Management Portal.

See *Emergency Relief Centre Standard Operation Guidelines (EM Portal)*

In most instances Council will be the first point of contact. The demand for information will dictate what level of resourcing is required. If deemed appropriate an emergency call centre will be established to facilitate the delivery of accurate and important information, reducing the demand on Council's normal customer services and relieving pressure on the MECC.

3.5.1 Telephone Communications

Telecommunication network providers will be the initial and primary means of communication in the event of an emergency and should be utilised to capacity where possible. When

identifying locations for use as Emergency Coordination Centres, Assembly Areas and Emergency Relief Centres, consideration should be given to the communications facilities already in place at that location.

Additional telephones can be provided by Telstra, upon request to the MERC, who will, in turn, submit such requests to the Regional Emergency Response Coordinator for action. All costs, related to such installations, are the responsibility of the requesting organisation.

The DISPLAN and internal telephone systems will be the primary means of communications for the MECC. Mobile phones and/or handheld radios will be used by field staff.

See *MECC Procedures for Activation (EM Portal)*

Telstra and Telstra Countrywide can assist with additional telecommunication resources in an emergency.

Appendix 13: Telstra contacts

3.5.2 Resources

Council radio network

Council operates a two way radio system. This consists of a base station at the Torquay and Winchelsea depots and vehicle mounted radios.

Additional hand held radio equipment

The Emergency Relief Centre kit contains eight (8) two way radio handsets.

Supplementary support

The Wireless Institute of Australia Civil Engineering Network (WICEN) is an organisation consisting mainly of Amateur Radio enthusiasts who provide communications to emergency response agencies in times of need. WICEN is a non-government volunteer-based organisation. It operates under the respective State Disaster Plans within each of Australia's States and Territories. In Victoria, WICEN is listed as an emergency response unit under the emergency response plan and may be able to provide additional emergency communications facilities. Activation is through the Regional Emergency Response Coordinator.

Refer <http://www.vic.wicen.org.au/>

Part 4 – Community safety

The main priority for control and support agencies during an emergency is community safety. The local community should be engaged in the emergency planning process to identify the best options for the community, prior to, and during an emergency. Planning needs to include the various types of evacuation, sheltering in place, neighbourhood safer places and Community Information Guides (formerly Township Protection Plans).

4.1 Community education

Community education is a vital component of prevention and preparedness. The development of relevant and appropriate community education resources and activities empower the community and enhance their resilience through being well informed and therefore emotionally and physically equipped for an emergency. Resilient communities are well prepared, better able to respond to an emergency, and therefore better able to recover from the impacts of an emergency.

Surf Coast Shire Council together with emergency management services/agencies actively engage the community through a range of mechanisms including community programs (bushfire evacuation workshops, bushfire recovery workshops, FloodSafe Week). Some of the programs include:

- CFA – Bushfire Planning Workshops, Community Fireguard Groups
- DELWP – Safer Together
- Surf Coast Shire Council – Resilient Communities, Fire Fuel Reduction Programs
- SES – Community Flood Planning engagement

Surf Coast Shire Council website and social media tools will play a critical role in communicating with the broader community. In the event of an emergency, the Council website, www.surfcoast.vic.gov.au, and Facebook page may be used to communicate information on the following:

- Council services
- Emergency management planning
- Neighbourhood Safer Places – Places of Last Resort Plan
- Public health
- Fire prevention
- Business continuity

4.2 Vulnerable persons

During an emergency or imminent threat of an emergency, special consideration must be given to evacuation of vulnerable people in the community. There are many people in our community who would be considered vulnerable depending on the emergency event, these may include the elderly, young people and people with a disability.

This is distinct from people who have been individually assessed and recorded in the *Vulnerable Persons Register* (see 4.2.1 below).

A vulnerable facility is defined as local facilities where vulnerable people are likely to be situated and includes:

- Maternal and child health service centres;
- Child care centres;
- Primary and secondary schools;
- Camp facilities;
- Mental health and drug treatment facilities;
- Caravan parks; and
- Aged care facilities.

Council maintains a register of facilities where vulnerable people are likely to be situated, for example, aged care facilities, hospitals, schools and childcare centres are included in the appendices. This list is updated annually and is available on Crisisworks.

The Department of Health and Human Services [*Vulnerable People in Emergencies Policy*](#) provides further guidance on planning for the needs of vulnerable people.

4.2.1 Vulnerable Persons Register

A vulnerable person is an individual who is socially isolated and without any other supports. A vulnerable person is defined as someone living in the community who is:

- frail, and/or physically or cognitively impaired; and
- unable to understand or act on a warning, direction and/or respond in an emergency situation; and
- has no personal or community support; and
- would be reliant on assistance from emergency service organisations in an emergency.

Funded agencies, including local government, are not expected to be a part of a client's plan for emergency response or evacuation – where this is outside of current agency practices. Management of evacuation is the responsibility of Victoria Police.

Surf Coast Shire Council coordinates a local Vulnerable Persons Register as per Department of Health and Human Services guidelines. Council identifies vulnerable individuals across the municipality through Health and Community Care (HACC) services. A database of these individuals is maintained through the municipal council administered Crisisworks emergency management system. Funded agencies are responsible for entering and maintaining information for any of their clients who have been identified as vulnerable. The *Vulnerable Persons Registers* is accessible to authorised Victoria Police representatives, for consideration in planning and exercising, and for responding to emergencies. The *Vulnerable Persons Register* records the location of the vulnerable person as well as any special requirements in order to facilitate the evacuation of that person.

Appendix 17: Vulnerable Community Facilities

4.3 Evacuation

Victoria Police is responsible for managing evacuation in Victoria. Evacuation is a risk management strategy which may be used as a means of mitigating the effects of an

emergency on a community. It involves the movement of people to a safer location and the return. For evacuation to be effective it must be appropriately planned and implemented.

As with all emergency response activities, the main priority when deciding to undertake an evacuation is protection of life. Evacuation is a scalable activity in that it may be applied to individuals, a house, a street, a large facility (i.e. school or hospital), a suburb, a town or a large area of the State.

There are five stages in the evacuation process: decision; warning; withdrawal, shelter and return. The decision to evacuate people who are at risk during an emergency is not always straightforward, as it is often based on incomplete or unverified information in a rapidly developing situation.

In some cases, evacuation may not be the best option and it may be assessed that people would be safer to seek other alternatives which will vary depending on the type of emergency. For bushfires this may be to shelter in place, or go to Neighbourhood Safer Places/Places of Last Resort or refuges.

4.3.1 Traffic management

Public movement in and around an emergency scene may need restricting to either protect the public or the emergency scene.

The incident controller is responsible for developing, implementing and monitoring a traffic management plan, which may include establishing traffic management points to restrict access. Victoria Police coordinates the implementation of the plan.

4.3.2 Shelter options

The State's revised Bushfire Safety Policy refers to 'shelter in place' within its eleven principles to "guide the development and implementation of strategies and initiatives to enhance the safety of people from bushfires". The Policy states:

Bushfire safety involves effective planning and preparation prior to a fire, making informed decisions during the event, and having access to a range of safety options, in particular places to shelter from the effects of the fire." (Emergency Management Victoria, 2013)

With the review of the Bushfire Safety Policy Framework, attention has been given to formalising and integrating a range of options in the development of a bushfire survival options triptych (leave early, well prepared, last resort) and the development of a Shelter Options Hierarchy.

The hierarchy rates options from the low to higher risk options:

1. Leaving Early
2. Private Bushfire Shelters (bunkers)
3. Community Fire Refuges
4. Defending a well prepared property
5. Bushfire Places of Last Resort (BPLR)
6. Gathering at informal places
7. Defending an ill prepared property
8. Leaving late

Extensive education campaigns and programs have been conducted for many years on bushfire planning and preparation targeted to residents – despite this, research consistently shows that a large majority of people do not have a comprehensive plan and will ‘wait and see’ what the situation is before acting. Consequently people may undertake risky options such as leaving late or defending an ill-prepared property.

4.3.3 Community Fire Refuges

A community fire refuge is a designated building open to the public that can provide short-term shelter from the immediate life-threatening effects of a bushfire event. There are no designated Community Fire Refuges in the Surf Coast Shire.

4.4 Neighbourhood Safer Places – Bushfire Places of Last Resort

Bushfire Places of Last Resort (BPLRs) are municipal council designated buildings or spaces within the community that may afford some protection from radiant heat, the biggest killer during bushfire. They are a place of last resort in bushfire emergencies only. They are a last resort shelter that may assist people when there is imminent threat of bushfire and they have no plan, or their planned options are not possible.

BPLRs are identified in the Surf Coast Fire Management Plan and meet guidelines issued by the Country Fire Authority and the criteria in the *Surf Coast Shire Neighbourhood Safer Places – Places of Last Resort Plan*.

Locations are clearly identifiable with agreed signage and information on BPLRs and locations across the Surf Coast Shire are contained on the Council’s website. Processes for informing the community of the location of BPLRs are detailed in the *Surf Coast Shire Neighbourhood Safer Places – Places of Last Resort Assessment Guide*.

Appendix 24: Bushfire Places of Last Resort in the Surf Coast Shire

4.5 Supporting documents

- [DHHS – Vulnerable People in Emergencies](#)
- Surf Coast Shire [Neighbourhood Safer Places – Bushfire Places of Last Resort](#)

Part 5 – Prevention and mitigation

5.1 Introduction

Emergency risk management is a process which aims to reduce risks within a community. This can be done by identifying the risks that a community faces, assessing the vulnerability of the community to those risks and providing options to reduce or eliminate the risks.

Emergencies of some kind or another occur every day within a municipality. The aim of emergency risk management is to promote public safety and reduce the impact of these emergencies.

5.2 Prevention

The prevention of emergencies includes a range of activities that require the allocation of resources (human and financial) and multi-agency support to ensure a coordinated and well planned approach and outcomes.

Prevention takes many forms, including legislation, risk mitigation, programs and plans. Much of this work is integrated within everyday business and activities of services, agencies and the community.

5.2.1 Preventive key plans and works conducted

Surf Coast Shire Council's MEMP Committee agencies develop and implement a range of plans and initiatives that ensure appropriate prevention activities are conducted regularly. The following points are examples of plans and activities developed and implemented by Council and other agencies, for a comprehensive list see [Part 8](#) of this Plan:

- Annual Fire Readiness Program;
- Community Emergency Management Plans; and
- Municipal Fire Management Plan (MFMP);
- Pandemic Plan

5.3 Preparedness

Preparedness for emergencies includes a range of activities that require the allocation of resources (human and financial) and the support of agencies, to ensure a coordinated and well planned approach.

Preparedness takes many forms, including planning, training, exercising, purchase of infrastructure and the development and implementation of programs. Whilst much of this work is integrated within the everyday business of Council and agencies, community preparedness is an important component.

5.3.1 Fire season preparedness actions

Surf Coast Shire Council's MEMP Committee agencies have pre-set lists of actions that are carried out prior to and during each fire season. These treatments are detailed in the Municipal Fire Management Plan and include:

- Community education and engagement;
- Hazard reduction;
- Preparedness; and
- Regulatory controls

5.4 Community education

Community education is a vital component of prevention and preparedness. The development of relevant and appropriate community education resources and activities empower the community and enhance their resilience through being well informed and therefore emotionally and physically equipped for an emergency. Resilient communities are well prepared, better able to respond to an emergency, and therefore better able to recover from the impacts of an emergency.

Surf Coast Shire Council's MEMP Committee agencies actively engage the community through a range of mechanisms including community programs (Fire Action Week, Community Safety Week), projects, media releases, advertisements, Groundswell (Council's community newsletter), social media, websites and Emergency Services Networks.

Community members are responsible for learning the potential risks of their environment and for actively planning and preparing to respond to the risks of emergencies. This includes taking action to protect themselves, their families, vulnerable members of the community and their interests. By doing so, individuals and community build and strengthen their own resilience to emergencies.

Local community planning

Some communities across the state have developed local community plans. These plans form a primary source of information on local contacts and networks, agreed community values, local vulnerabilities and other local information.

5.5 Community Emergency Risk Assessment (CERA)

A key element of Council's role in emergency prevention and mitigation relates to the identification of potential natural and man-made hazards within the municipality and plans for their mitigation and management. The principal mechanism for undertaking this hazard identification is through the CERA process.

The Community Emergency Risk Assessment (CERA), developed by Victoria State Emergency Service (SES), provides the MEMPC with a framework for considering and improving the safety and resilience of the community from hazards and emergencies.

The CERA approach aims to understand the likely impacts of a range of emergency scenarios upon community assets, values and functions. As such, CERA provides an opportunity for multiple community impacts and consequences to be considered enabling collaborative risk treatment plans and emergency preparedness measures to be described.

The outputs of the assessment process can be used to inform emergency management planning, introduce risk action plans and ensure that communities are aware of and better informed about hazards and the associated emergency risks that may affect them.

The CERA process comprises a five step framework which includes Risk Assessment and Risk Treatment. The CERA process has replaced the Community Emergency Risk Management (CERM) Plan, which Surf Coast Shire Council utilised since 1999 and will be valid for a period of three years.

The CERA process underpins the MEMPlan by providing a mechanism for the identification of hazards, the determination of risks associated with those hazards and how those risks are to be managed. The CERA process aims to reduce the incidence and impact of risks within the Surf Coast Shire community by identifying the risks that face the community, assessing the vulnerability of those at risk and providing options, treatments and/or elimination of the risks.

CERA provides a platform to inform the focus and priority of Surf Coast Shire MEMPC risk treatment activities, and aims to:

- Define and implement actions to better manage and/or monitor key risks and controls;
- Define actions to improve collaboration with other municipalities and/or with state agencies;
- Define actions to enhance controls and/or preparedness across groups, facilities and locations; and
- Leverage CERA outputs to inform the MEMPlan and other related documents/processes ie Municipal Health Plan, Council Plan etc
- Communicate and consult with individuals affected by the risk

Given the combination of the municipality's geomorphology, history of natural disasters, and the socio-demographic trends in its communities, the Surf Coast Shire municipality potentially faces significant issues in the event of a natural or man-made disaster, perhaps more so than other Victorian municipalities.

Appendix 5: History of emergency events

Risks that rated significant, high or extreme are listed on the table below:

Bushfire – large, regional	Fire structural	Drowning
Landslip	Heatwave	Earthquake
Flooding – Riverine	Hazardous Incident	Communications breakdown
Transport incident – Marine, Recreational	Human epidemic / pandemic	Structural failure – dam

A risk treatment schedule and plan is contained in the Community Emergency Risk Assessment.

Appendix 8: Community Emergency Risk Assessment (CERA)

The progress of implemented treatment options is monitored by the MEMPC through reports provided by the MERO at the MEMPC meetings.

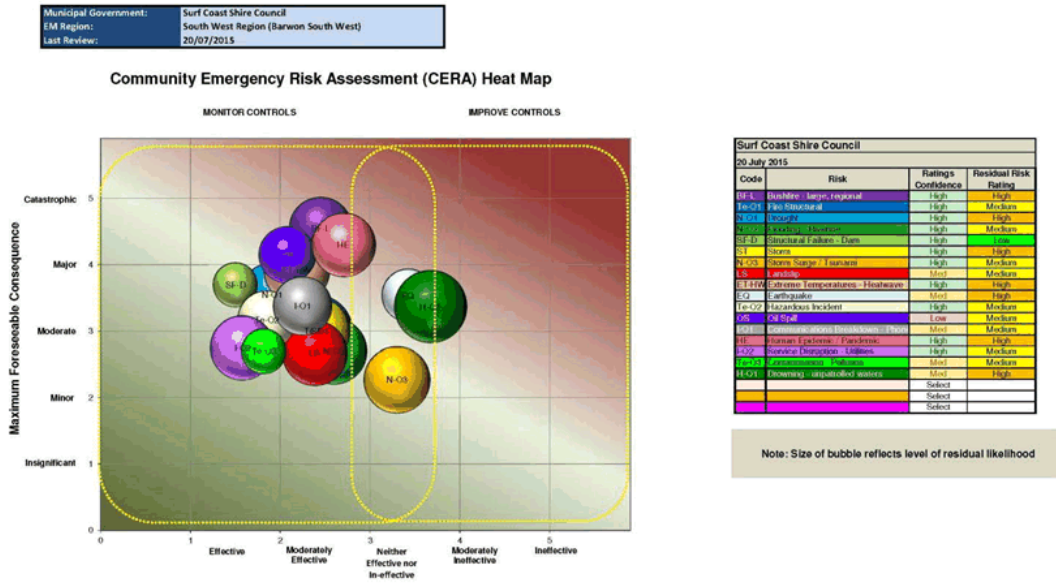


Figure 4: CERA Heat Map

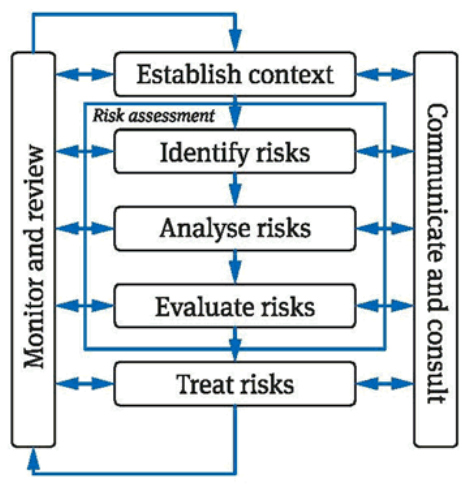


Figure 2 – The ISO 31000:2009 risk management process

FIGURE 5: COMMUNITY EMERGENCY RISK MANAGEMENT PROCESS

5.5.1 Monitoring and review

The CERA is subject to minor reviews between audits will undergo a major review at least once every three years, between audits. The progress of implemented treatment options is



monitored by the MEMPC through reports provided by the MERO and responsible agencies at MEMPC meetings and through the annual risk assessment process.

The cyclic review of the risk management process will result in a reports provided to the MEMPC identifying any adjustments required and will be used by the Committee updates to the MEMPlan.

This process will be administered by the Executive Officer and, if required, an updated draft plan will be presented to the MEMPC at the December meeting for endorsement.

Sub plans have their own annual review processes which are undertaken by Council's Emergency Management Coordinator or the relevant subcommittee assigned responsibility for the plan review.

Once the CERA is complete the MEMPC will make the output of the CERA Process available on the Surf Coast Shire Council website for feedback and review from the community (residents and businesses).

5.5.2 Hazard, Exposure, Vulnerability and Resilience

Hazard

A hazard can be defined as a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

The hazards of concern to disaster risk reduction are of natural origin and related environmental and technological hazards and risks. Such hazards arise from a variety of geological, meteorological, hydrological, oceanic, biological, and technological sources, sometimes acting in combination. In technical settings, hazards are described quantitatively by the likely frequency of occurrence of different intensities for different areas, as determined from historical data or scientific analysis.

This MEMPlan, informed by the Community Emergency Risk Assessment, includes identified hazards which would lead to sources of risks in the Surf Coast Shire. Risk statements were generated to establish a credible relationship between a source of risk and an element of risk. An overview of this information is included in Appendix 8 and detailed information is included in the CERA document held by the MEMPC Executive Officer.

Appendix 8: Community Emergency Risk Assessment (CERA)

Exposure

Exposure refers to people, property, systems, or other elements present in hazard zones that are thereby subject to potential losses.

While the literature and common usage often mistakenly combine exposure and vulnerability, they are distinct. Exposure is a necessary, but not sufficient, determinant of risk. It is possible to be exposed but not vulnerable (for example by living in a floodplain but having sufficient means to modify building structure and behaviour to mitigate potential loss). However, to be vulnerable to an extreme event, it is necessary to also be exposed.

Vulnerability

The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard.

There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors. Examples may include poor design and construction of buildings, inadequate protection of assets, lack of public information and awareness, limited official recognition of risks and preparedness measures, and disregard for wise environmental management. Vulnerability varies significantly within a community and over time.

See *Vulnerable persons* for further information.

Resilience

Resilience can be defined as the ability of a system, community or society exposed to hazards to resist, absorb, accommodate to and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions.

Part 6 – Response

6.1 Introduction

The *Emergency Management Act 1986 and 2013*, Section 4A defines emergency response as the combating of emergencies and the provision of rescue and immediate relief services. Emergency response provides the mechanism for the build-up of appropriate resources to cope with emergencies throughout the State and necessitating deployment of resources to counter the effects of or threat from the emergency. It also provides for requests for physical assistance from the Commonwealth when State resources have been exhausted. Most incidents are of local concern and can be obtained from local municipal resources coordinated by the Municipal Emergency Resource Officer (MERO).

6.2 Response management arrangements

Emergency response management is based on the functions of coordination, control, command, consequence management and communications. Broadly:

- Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.
- Control is the overall direction of response activities in an emergency, operating horizontally across agencies.
- Command is the internal direction of personnel and resources, operating vertically within an agency.

Additionally, in order to meet the objectives of emergency management in Victoria, those performing the control, command and coordination functions need to ensure:

- the consequences of the emergency are managed and
- there is communication that meets the information needs of communities, stakeholders and government.

The functions of coordination, control, command, consequence management and communications are discussed further in this chapter.

during

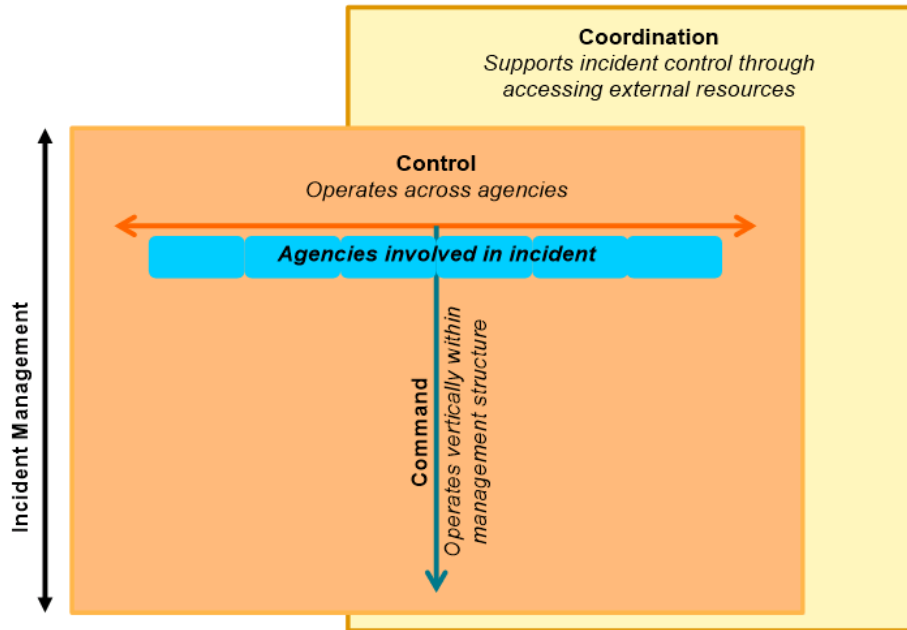


FIGURE 6; CONCEPTUAL DEPICTION OF THE RELATIONSHIP BETWEEN CONTROL, COMMAND AND COORDINATION IN EMERGENCY (SOURCE EMMV, PART 3)

6.2.1 Coordination

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

Response coordination

Emergency response coordinators bring together agencies and resources to support the response to emergencies. Broadly, their functions are to ensure:

- effective control arrangements have been established and are maintained to manage the response to emergencies
- effective information sharing
- the necessary resources are accessed to support the response to emergencies.

Recovery coordination

Emergency recovery coordinators/managers bring together agencies and resources to support the provision of relief and recovery from emergencies.

6.2.2 Control

Control is the overall direction of response activities in an emergency, operating horizontally across agencies. In Victoria, authority for control is established in this SERP, with the details listed in the EMMV Part 7 – Emergency Agency Roles.

during

Controllers are responsible for leading all agencies responding to the emergency. Specific arrangements apply to the appointment of controllers for Class 1 and Class 2 emergencies and for fires other than for a major fire.

The 'line of control' refers to the line of supervision for those appointed to perform the control function and this relates to the specific class of emergency. Controllers escalate or provide direction on control issues through the line of control.

There may be some complex emergencies which require only the coordination of the consequences of the emergency across a number of agencies with shared accountability and which do not require controllers.

6.2.3 Command

Command is the internal direction of personnel and resources, operating vertically within an agency. Each agency has a 'chain of command', which is the agency's organisational hierarchy that identifies the link between each individual and their supervisor.

Each agency responding to an emergency must identify the commanders responsible for supervising agency personnel and the agency chain of command. Commanders escalate agency issues and provide direction on agency issues through the agency chain of command.

Where there is an agreed inter-agency arrangement, a functional commander may supervise personnel and resources from more than one agency.

6.2.4 Consequence management

The Emergency Management Commissioner is responsible for consequence management for major emergencies. Consequence management involves the coordination of the activities of agencies with a role in delivering of services to the community, with the aim of minimising the adverse consequences of emergencies on the community.

During a major emergency, all agencies including critical infrastructure providers may need to activate their business continuity arrangements in order to manage the adverse consequences of the emergency on their area of responsibility.

Consequence management should inform and be a precursor to relief and recovery activities.

6.2.5 Communications

Communications relates to communicating to the public, reporting to government and communicating with stakeholder agencies during emergencies.

Information on communicating to the public is detailed in *Chapter 5 of the EMMV*.

during

6.3 Levels of emergency response

The State Emergency Response Plan categorises emergencies into three classes:

Class 1 Emergency*

- a) a major fire; or
- b) any other major emergency for which the Metropolitan Fire and Emergency Services Board, the Country Fire Authority or the Victoria State Emergency Service Authority is the control agency under the state emergency response plan.

Class 2 Emergency*

A major emergency which is not:

- a) a Class 1 emergency; or
- b) a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth; or
- c) a hi-jack, siege or riot.

Class 3 Emergency*

For the purpose of this State Emergency Response Plan, a Class 3 emergency means a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth, or a hi-jack, siege or riot. Class 3 emergencies may also be referred to as security emergencies.

Detailed arrangements for roles, responsibilities and procedures for each of these emergency classes, are set out in the *EMMV, Part 3*.

**Emergency Management Act 2013 section 3*

6.3.2 Non-major emergencies

Many small events that meet the definition of 'emergency' are managed by community members or through the normal or business continuity arrangements of industry, agencies or government and the roles and responsibilities listed below are not applied.

6.3.3 A team approach

The people and agencies with roles and responsibility for responding to emergencies work together in teams at the state, regional and incident tiers to ensure a collaborative and coordinated whole of government approach to the management of emergencies at each tier. Note that not all tiers are active for all emergencies. The table below, from the *EMMV Part 3* demonstrates the *Team Structure*.

during

<i>Primary function supported by the team</i>				
	Control	Response Coordination		Relief and recovery coordination
		Communications	Consequence management	
	State Coordination Team			
State tier	State Control Team	Emergency Management Joint Public Information Committee	State Emergency Management Team	State Relief and Recovery Team
Regional tier	Regional Control Team	Regional Emergency Management Team		Regional Recovery Planning Committee or equivalent*
Incident tier	Incident Management Team (major emergencies)	Incident Emergency Management Team (major emergencies)		Municipal Recovery Planning Committee or equivalent*
	Incident Emergency Management Team (non-major emergencies)			

* established as required

Integration of relief and recovery

Emergency relief and recovery activity should be integrated with emergency response activity and relief and recovery coordinators/managers should be involved in every team at every tier.

Once emergency response activity has ceased, the overall management of the emergency will fully transition from response to recovery.

Incident tier teams

For a major emergency, an Incident Management Team (IMT) and an Incident Emergency Management Team (IEMT) support the incident controller. The IEMT for a major emergency has a wider membership and a broader focus on consequence management than an IEMT established for a non-major emergency.

Incident Emergency Management Team (IEMT)
Incident tier teams (major emergencies)

Coordination

The IEMT supports the incident controller. Their focus is on managing the effect and consequences of the emergency.

An IEMT for a major emergency will meet formally and should locate in an incident control centre. Some representatives may need to attend by teleconference.

Chair:

- Incident controller, where only one is appointed
- MERC or IERC, where there are several classes of emergency, with several incident controllers appointed, or where there is no incident controller appointed.

Members:

- Incident controllers
- MERC or IERC
- Agency commanders
- Health commander (functional commander of supporting health agencies)
- Municipal (or regional) recovery manager
- Representation for the municipal council(s) affected by the emergency
- Agency/community/business representatives as appropriate for specific emergencies.

Note – some Agencies/ communities/ businesses may not be able to provide a representative at each tier.

during

Incident tier teams (non-major emergencies)	
<p>Control and coordination</p> <p>To plan and coordinate the actions of the agencies responding to the emergency.</p> <p>For non-major emergencies, the IEMT will usually locate near the incident scene.</p>	<p>Chair:</p> <ul style="list-style-type: none"> • Incident Controller • The IERC, where there is no incident controller appointed. <p>Members:</p> <ul style="list-style-type: none"> • Incident Controller • IERC agency commanders.

6.4 Municipal emergency response personnel

This section summarises the roles carried out by key emergency response personnel connected to the operations of the Municipal Emergency Coordination Centre (MECC). For detailed role statements, see:

Appendix 6: Municipal Response Role Statements

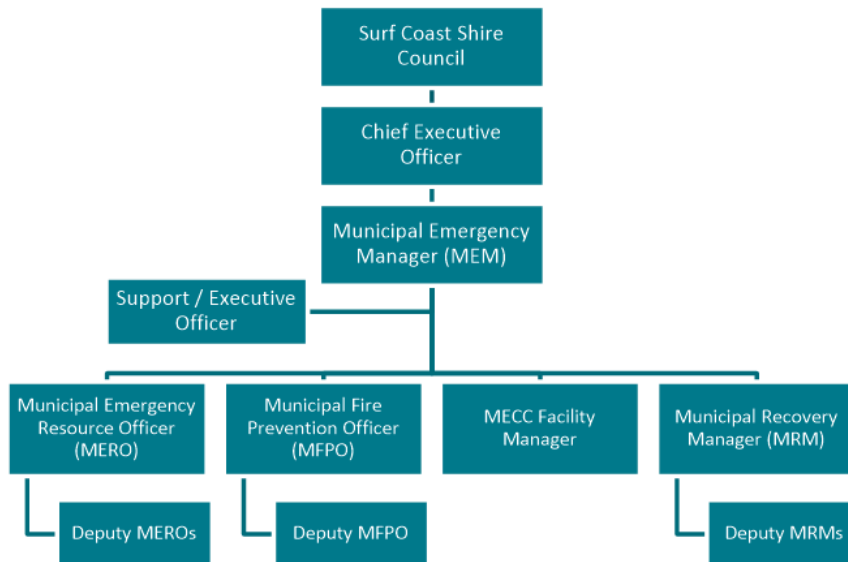


FIGURE 7: STRUCTURE OF SURF COAST SHIRE COUNCIL EMERGENCY ROLES

6.4.1 Municipal Emergency Response Coordinator (MERC)

The Senior Sergeant at Torquay Police is the delegated MERC for the Surf Coast Shire. The MERC is responsible for the coordination of resource provision as requested by control agencies and support agencies during the initial response phase of an emergency, and is required to take an active role in ongoing emergency planning as an emergency continues.

Other Victoria Police roles:

Regional Emergency Response Coordinator (RERC): member of Victoria Police appointed by the Chief Commissioner of Police as an emergency response coordinator for each Victorian Government region is known as a Regional Emergency Response Coordinator (RERC). The RERC may from time to time appoint deputies. The RERC is responsible for

bringing together agencies and resources within a region to support the response to emergencies.

Incident Emergency Response Coordinator (IERC): The IERC is usually the senior member of Victoria Police at the initial scene of an emergency or at the place where control is being exercised at incident level. This role usually relates to the first response to an emergency, and the person fulfilling the role may change in seniority as the emergency escalates or de-escalates.

For a detailed role statement of the RERC and the IERC, see *EMMV part 3*.

6.4.2 Municipal Emergency Manager (MEM)

The role of the MEM is to be responsible for managing and coordinating council's emergency management obligations under the *Emergency Management Act 1986 and 2013* in planning, preparedness and prevention, response, and recovery functions.

Council has appointed the position of MEM to the Manager, Environment Planning and Community Safety. The role of MEM reports to the Chief Executive Officer and the Director of Planning and Environment.

6.4.3 Municipal Emergency Resource Officer (MERO)

The Surf Coast Shire Council has delegated the Community Emergency Management Coordinator to the position of MERO pursuant to Section 21(1) of the *Emergency Management Act 1986*. The Coordinator Environmental Health and the Emergency Management Officer are appointed Deputy MEROs to ensure continuity of service in the absence of the MERO.

The MERO has responsibility for the coordination of municipal resources in emergency response, and is required to take an active role in on-going emergency planning as an emergency continues. The MERO has full delegation of powers to deploy and manage Council's resources during emergencies. Council staff and resources may be deployed as per their normal operations or tasked solely to the event based upon operational circumstances.

Appendix 27: Municipal Resources (Heavy Plant)

6.4.4 Municipal Recovery Manager (MRM)

The Surf Coast Shire Council has delegated the Manager Aged Services to fulfil the function of the Municipal Recovery Manager pursuant to Section 21(1) of the *Emergency Management Act 1986*, to ensure a responsive and coordinated approach to the delivery of recovery services and activities across the municipality. The MRM's role is to ensure a responsive and coordinated approach to the delivery of relief and recovery services and activities across the municipality.

during

6.4.5 Other municipal emergency response roles

Municipal Fire Prevention Officer (MFPMPO)

The Community Fire Safety and Environment Officer is appointed to the position of MFPO under the *Country Fire Authority Act 1958*. The Deputy MFPO will assist the MFPO in the provision of services required under the Act:

MECC Manager

The purpose of appointing a MECC Manager is to ensure the efficient establishment and running of the MECC. At Surf Coast Shire Council the MECC Manager is the MERO. Therefore the role of MECC Manager will most likely be delegated to another Surf Coast Shire Council employee depending on the circumstances.

Emergency Management Support Officer

The Environment and Community Safety Administration Officer fulfils the role of Emergency Management Support Officer. This role assists with the coordination, minute taking and administration of the MEMP Committee as well as general administrative support for Council's emergency management activities.

Emergency Relief Centre Manager (ERC Manager)

Selected senior personnel appointed to the position of ERC Manager will undertake this role unless relieved or otherwise directed by the Municipal Recovery Manager. The ERC Manager will oversee the daily operations of a designated Emergency Relief Centre (ERC) to ensure the provision of support and essential needs in a safe, appropriate environment for people relocating and seeking shelter in the event of an emergency.

Administration

During an emergency the municipality will receive many requests for resources and support from combat and support agencies, Council staff, and the community. Most of these requests will be received via the MECC, but some will be received at other locations depending on the emergency.

It is vital that all requests are documented using standard procedures, documentation and a streamlined process for reporting to the appropriate person/agency. This will ensure that the deployment of resources and requests can be actioned in a timely and appropriate manner.

Administration staff are responsible for coordinating and implementing administrative support for the MECC, the MERO and MRM in their roles.

6.4.6 Municipal Emergency Coordination Group MECG

The MECG is a key Municipal decision making group and performs a leadership role in the MECC. The Group provides a link between the Incident Control Centre/Emergency Operation Centre, Emergency Management Liaison Officers and the MECC staff to ensure that requests for resources and any other related requirements can be addressed. The MECG includes the:

- Control Agency Representative
- Municipal Emergency Manager (MEM)
- Municipal Emergency Response Coordinator (MERC)
- Municipal Emergency Resource Officer (MERO)
- Municipal Recovery Manager
- Council Operations Officer

- Council Finance Officer
- Council Public Information Officer
- Others co-opted as required

6.5 Control agencies for response

Appendix 9: Control and Support Agencies for Response identifies control agencies and key support agencies for response. It does not list all agencies that may be involved in any particular emergency, nor does it list all emergencies that may be encountered. The control agency may change as the emergency response progresses or is clarified.

For certain types of emergency, more than one control agency is shown, as the assigned control agency may vary by location. Regional and municipal response plans identify the relevant control agencies for their areas.

Reference should be made to the State Emergency Response Plan (*EMMV*, Part 3) for an explanation of response concepts and operational arrangements.

Appendix 7: Acronyms and Glossary

Appendix 9: Control and Support Agencies for Response

6.6 Support services and agencies for response

In addition to the list of control agencies and key support agencies, there is a range of generic support services for response.

This list of generic support services indicates the primary support agency or managing agency and other support agencies. The list is neither exhaustive nor exclusive as many response agencies have a support role, depending on the effects of the emergency.

Appendix 9: Control and Support Agencies for Response

6.7 Planning for cross boundary events

Planning for both response and recovery at the regional level is required because many emergencies traverse municipal boundaries, and because many services provided by State government agencies are administered and delivered at a regional level.

At a local level, communication of identified risks across municipally boundaries take place through provision of MEMPlan plans to municipalities that border Surf Coast Shire. Every opportunity is taken to include bordering shires with fire management planning and MEMPlan relief and recovery exercises and to contact those municipalities if new risks are identified that may impact them.

Neighbouring Councils

City of Greater Geelong	5272 5272	www.geelongaustralia.com.au
Colac Otway Shire	5232 9400	www.colacotway.vic.gov.au
Corangamite Shire	5593 7100	www.corangamite.vic.gov.au
Golden Plains Shire	5220 7111	www.goldenplains.vic.gov.au

6.8 Resource sharing protocols

Surf Coast Shire Council is a signatory to the *Inter-Council Emergency Management Resource Sharing Protocol*. The purpose of this protocol is to provide an agreed position between councils for the provision of inter-council assistance for response and recovery activities during an emergency. This protocol details the process for initiating requests for resources from another council and identifies associated operational and administrative requirements.

This protocol applies to requests for human resources, equipment and/or facilities in relation to response or recovery activities associated with an emergency. Duties undertaken by council staff seconded to another council for assisting with response and recovery operations should be within the scope of councils' emergency management responsibilities as set out in Part 6 of the *EMMV*.

Resources can be requested at any time during an emergency including the recovery stages. Requests for assistance may be initiated by the CEO (or person acting in this role) or by any person nominated by the CEO at the receiving council. Requests should be directed to the CEO, or any person nominated by the CEO, at the assisting council. It is noted that in many cases the person nominated by the CEO will be the MERO at both the assisting and receiving council. Such requests may be verbal or in writing, however verbal requests must be confirmed in writing as soon as is practicable and in most cases will be logged at the Municipal Emergency Coordination Centre (MECC). Requests for assistance should include the following information:

- A description of the emergency for which assistance is needed;
- The number and type of personnel, equipment and/or facilities (resources) required;
- An estimate of time as to how long the resources will be required; and
- The location and time for the staging of the resources and a point of contact at that location.

The Municipal Emergency Response Coordinator (MERC) or Regional Emergency Response Coordinator (RERC) should be contacted before the resources are moved. Requests for resources should be logged in the Municipal Emergency Coordination Centre (MECC). It is anticipated that a requesting council will initially seek assistance from surrounding councils. This will reduce travel times and expenses for assisting councils to respond and return.

Appendix 25: Resource Sharing Protocol

during

Part 7 – Emergency activation

7.1 Introduction

Early notification of any emergency situation to Council is essential to enable it to implement its own emergency response arrangements. This is especially important when there is a likelihood that the event could escalate or be protracted.

In the event of an emergency, the MERC will determine the extent of resources and support required for successfully managing the incident/s, including the need to activate the MECC. This may be on the advice of the Regional Emergency Response Coordinator; and/or the Control Agency or Incident Controller; and/or the MERO.

This does not eliminate the ability of the municipality to proactively establish a MECC in preparation for activation by the MERC.

7.2 Scalability of emergency coordination

The following levels of emergency coordination illustrate the components that might be activated in the varying scale of emergencies; they also aim to create a more appropriate response determined by the scale. The activation of each level is dependent upon the scale of the emergency and is determined by the Emergency Management Group (MERC, MERO and MRM).

These levels consider the span of control where up to five reporting individuals or groups is considered to be desirable, as this maintains the supervisor's ability to effectively task, monitor and evaluate performance.

7.2.1 Small scale emergency (less than 24 hour impact)

A level one incident is considered a small scale emergency that can be resolved through the use of local or initial response resources. The MECC may not be formally activated, however, the MERC and MERO will remain in close communication at all times. Consequently the MERC and MERO will undertake the planning and logistics functions concurrently. They will also monitor the emergency and its impact on the area, the community, the weather, and other elements/variables that may require a higher level of activation.

7.2.2 Medium scale emergency (more than 24 hours)

A level two incident is considered a medium scale emergency and is more complex in size, resources or risk. The MECC will be activated with the function to deploy resources beyond the initial response, and multi-agency representation in the MECC and ERC(s). The emergency may potentially require forward planning to address response issues, and for recovery during the response phase.

during

7.2.3 Large scale emergency (multiple days impact)

A level three incident is considered a large scale emergency and is characterised by the levels of complexity that require the activation and establishment of all MECC functions plus ERC(s) and an Emergency Call Centre. This level of emergency will require forward planning as the emergency continues, and will specifically require recovery planning during the early stages of the response phase of the emergency.

The Emergency Management Group will determine if an Emergency Call Centre is required and will take appropriate action to establish with the Coordinator Customer Service.

7.2.4 Activation procedure

In the first instance the control agency will feed into the MERC that there is a requirement for additional resources. The MERC will contact the MERO. At the municipal level, resources owned or directly controlled by the municipal council are used to supplement those of the control and support agencies. As the needs and effects of the emergency escalate, or the resource requirements outstrip what is available locally, regional, State, Commonwealth, interstate or international resources may be requested.

A standard operating procedure has been developed by Surf Coast Shire Council to determine how Council plant, machinery and infrastructure resources will be accessed and provides an outline of how these resources may be deployed to support emergency management activities. This information also contains a list of plant and machinery owned or under the control of Surf Coast Shire Council as well as details of privately owned equipment in the Shire.

The Surf Coast Shire Council 24 hour number 03-5261 0600 also provides access to the MERO to initiate Municipal Emergency Management Plan Response arrangements as required.

7.3 Levels of activation

The MECC can be activated in three modes, Standby, Warm Start and Hot Start.

Alert / Notification

Upon receipt of a warning or relating to a threat or imminent emergency, agencies must take appropriate steps to ensure their readiness to act.

Some of the activities that should be considered in the 'Alert' phase are:

- Warning key personnel;
- Maintain situational awareness of conditions and events; and
- Establish flow of information between the agencies.

Any incident is considered a small scale emergency if it can be resolved through the use of local or initial response resources. The MECC might not be activated however the members of the Emergency Management Group (EMG) should be in close communication at all times. The EMG will monitor the emergency's impact on the area, the community, the weather, and other elements/variables that might lead to a higher level of activation.

during

Standby

As the threat or the effects of the emergency become imminent, staff with a role in emergency management will be placed on standby to be ready to move if and when they are required.

Staff with a role in emergency management will be placed on standby in the event of:

- a 'severe' fire danger warning
- warning from the Control Agency eg imminent flooding or severe storm warning
- report of a bush fire with the potential to spread
- direction from the MERC and/or MERO
- an imminent threat including flood or severe weather requiring relocation / accommodation.

Warm Start

All MECC functions will be established and ready for activation if required in the event of:

- an 'extreme' fire danger warning
- warning from the Control Agency eg imminent flooding or severe weather warning
- report of a bushfire with the potential to spread
- direction from the MERC and/or MERO
- an imminent threat requiring relocation / accommodation

Hot start

All MECC functions are established and staff with a role in emergency management will be required to be in attendance in the event of:

- a 'code red' fire danger warning
- warning from the Control Agency eg imminent flooding
- report of a bushfire with the potential to spread
- direction from the MERC and/or MERO
- an imminent threat requiring relocation / accommodation

The Shire's Liaison Officer will be activated to the Incident Control Centre.

Stand down

After consultation with the Control agency and any other relevant agency, and the MERC is satisfied that the response to the emergency has been completed, he/she will advise all participating agencies to 'Stand Down' and will participate in the transition to Recovery.

Phases of activation for a bushfire

A specific activation process has been defined for days of Severe to Code Red Fire Danger Rating.

As part of Surf Coast Shire Council's routine procedures for fire danger rated days of *Severe* and higher, the MERO will run through preparation activities which include the completion of a *Fire Weather Day Preparation Sheet* (see TRIM D13/37641).

during

Fire Danger Category	Fire Danger Index	Phase of activation	Surf Coast Shire Staff – Availability
Code Red	100 +	Action	MERO and MRM, ERC staff and support, MECC Manager and support staff, resources in readiness
Extreme	75 to 100	Standby	MERO and MRM, ERC staff and support, MECC Manager and support staff, resources in readiness
Severe	50 to 75	Alert	MERO and MRM, ERC Managers, MECC Manager and resources in readiness
Very High	25 to 50	Normal	MERO and MRM
High	12 to 25	Normal	MERO and MRM
Low – Moderate	0 to 12	Normal	MERO and MRM

during

Part 8 –Municipal emergency response

8.1 Introduction

Municipal emergency response is coordinated from the MECC with relevant Surf Coast Shire Council personnel and Support Agency representatives in attendance.

8.2 Municipal Emergency Coordination Centre(s) (MECC)

Provision of the MECC functions may be conducted remotely in the first instance. In the event of a complex, large or protracted emergency, the MECC may request activation of the MECC in consultation with the MERO.

A Municipal Emergency Coordination Centre (MECC) is a facility which brings together key **council staff**, to coordinate the provision of council and community resources during an emergency for the response and recovery effort.

The MECC may also be activated during support operations to a neighbouring municipality. Administrative staff for the MECC will be drawn from municipal employees.

MECC Procedures and Responsibilities for Activation are available on the Surf Coast Shire Council's Intranet. To ensure continuity across the state for MECC Operations, Surf Coast Shire Council acknowledges the *Practice Notes – Operation of a Municipal Emergency Coordination Centre*. An electronic copy of these Practice Notes is available at on the Municipal Association of Victoria's website – <http://www.mav.asn.au>.

Appendix 27: Municipal Resources (Heavy Plant)

Appendix 12: MECC Floorplan

Location of Surf Coast Shire MECC

Primary Location	Secondary Location
Surf Coast Shire 1 Merrijig Drive Torquay Vic 3228	Works Depot Surf Coast Shire 130 Messmate Road Torquay Vic 3228

8.2.2 Crisisworks

Surf Coast Shire Council use the cloud based program Crisisworks to assist in the management of emergency response. Crisisworks can be used to track requests and activities relating to the incident, as well as the recording and tracking of impact assessment data to assist in the recovery phase of the incident.

Crisisworks can be used as a multi-agency platform to manage the emergency incident from a municipal level.

See: MECC Procedures and Responsibilities for Activation (TRIM D12/39726)

See: Crisisworks Quick Reference Guide (TRIM D15/3631)

8.2.3 Agency attendance of the MECC

Whilst there is no formal requirement for the MERC and agencies to attend the MECC, they are welcome to do so if it assists in their response effort.

8.2.4 Emergency Management Liaison Officer (EMLO) responsibilities

Support agencies may provide or may be requested by an emergency response coordinator or controller to provide an emergency management liaison officer(s) (EMLO) to the State Control Centre, Regional Control Centre or Incident Control Centre.

An EMLO:

- represents the agency in the relevant control centre
- may represent the agency at the IEMT or REMT, if the relevant agency commander is unable to attend (not the SEMT, where a senior agency representative is required to attend)
- should be empowered to commit, or to arrange to commit, the resources of the agency to respond to an emergency
- provides advice in relation to the role and activities of the agency
- should maintain ongoing communications with the agency.

Where an EMLO cannot be deployed to a particular location, the EMLO may perform the role from a

remote location, for example through a teleconference or video conferencing link.

See: MECC Procedures and Responsibilities for Activation (TRIM D12/39726)

8.3 Marshalling points

The Surf Coast Shire Council Fleet Coordinator is responsible for ensuring that all resources and personnel deployed into the field comply with organisational and incident Health and Safety policies and procedures. CFA designated Staging Areas, located on Surf Coast Shire Council owned land, are identified in *Appendix 22: Emergency Facilities*. Where possible and practicable all plant and resources will be deployed out of the Council depot sites located at:

- 130 Messmate Road, Torquay
- Corner Mousley Road and Alsop Drive, Winchelsea

See TRIM D14/358 – Management Policy/Procedure Deployment of Council resources and staff to a fire ground

Appendix 22: Emergency Facilities

8.4 Municipal Relief Arrangements

The Surf Coast, Corangamite and Colac Otway municipalities share similar risk environments from an emergency perspective. The three councils also share common responsibilities in relation to preparing for and responding to emergencies of varying scale. Although the three Councils are in varying stages of planning for Emergency Relief and Recovery, all three

acknowledge that councils play a critical role in this area of emergency management. As such the Municipal Emergency Management Planning Committee for each of the three Shires have endorsed the need to form a combined Cross-Council Relief and Recovery Committee that covers the three municipalities.

The Cross Council Relief and Recovery Committee aims to ensure the provision of effective emergency relief and recovery services across the three municipalities. To do this the Committee will focus on the development of relief and recovery plans that address four major areas:

- Roles and responsibilities of three councils
- Planning and preparedness
- Activation processes; and
- Support arrangements.

The Cross Council Relief and Recovery Committee has developed a memorandum of understanding for this collaboration, known as the *Otway Region Collaboration*.

Appendix 26: Otway Region Collaboration

Activation of the *Otway District Emergency Relief and Recovery Plan* can be initiated in the following ways:

- The Municipal Emergency Resource Officer (or deputy MERO) is contacted by the Department of Health and Human Services (DHHS) or responsible agency;
- The Municipal Recovery Manager (MRM) is contacted by the MERO to begin recovery; or
- The responsible authority/lead agency or DHHS contacts the Community Development Department, the Environmental Health Department or the MRM directly.

See Otway District Emergency Relief and Recovery Plan

8.5 Emergency Relief Services

Emergency Relief is the provision of life support and essential personal needs for people and the community in the immediate aftermath of an emergency.

Surf Coast Shire Council, assisted by other organisations and with the support of the Department of Health and Human Services as the organisation responsible for relief coordination, is responsible for implementing emergency relief measures including establishing and coordinating Emergency Relief Centres. See *Emergency Relief Centres (ERCs)*.

Incident Controllers are primarily responsible for determining the need to activate emergency relief services, which may include:

- Information
- access to health services
- shelter (emergency relief centres and other shelter options)
- food, water and material needs (such as clothing, bedding, personal items)
- personal support
- financial assistance.

The diagram below illustrates the process for the provision of relief services.

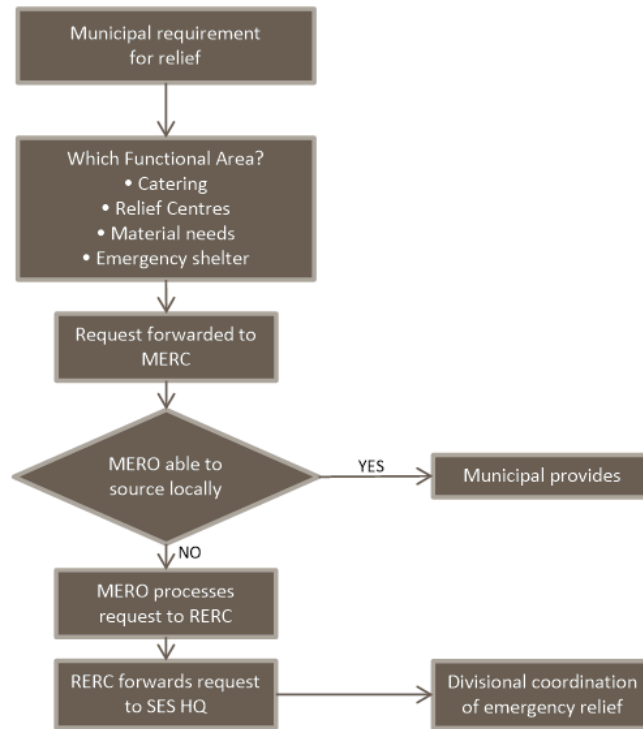


FIGURE 8: PROCESS FOR THE PROVISION OF RELIEF SERVICES

8.5.1 Relief responsibilities and escalation

Surf Coast Shire Council is responsible for the coordination and management of relief at the municipal level. The Department of Health and Human Services is responsible for coordination of relief at the regional and state levels on behalf of the Victorian Government.

This determination may be made in consultation with the Emergency Management Team at the Incident Control Centre.

Once a determination has been made that emergency relief is required, the Surf Coast Shire Council Emergency Management Group (EMG) will coordinate and manage relief services, working in partnership with a range of support agencies and service providers as detailed in *Appendix 10: Support Services and Agencies for Response*. The EMG will also ensure that the Customer Service Coordinator is notified of the event in preparation for possible escalation and the need to establish a call centre.

The coordination of relief activities will be managed at the MECC, when operational. If a decision is made to close the MECC due to the cessation of response activities, the management and coordination of ongoing relief needs will be incorporated into recovery management arrangements under the leadership of the Municipal Recovery Manager.

If an emergency exceeds the capacity of Council and existing local resource sharing arrangements, due to the scale, complexity, geographic area, level of human impact, or dispersion of the affected population, Council may request the Regional Recovery Coordinator (DHHS) to coordinate relief at the regional level.

Arrangements for communicating and engaging with the affected community are outlined in the *Otway District Emergency Relief and Recovery Plan*, under 4.8 *Inform the Community*.

Appendix 10: Support Services and Agencies for Response

8.5.2 Emergency Relief Centres (ERCs)

An ERC is a building or a place that has been activated for the provision of life support and essential personal needs for people affected by, or responding to an emergency. The Surf Coast Shire Council's policy position on the activation of ERCs is:

- Opening of an ERC is a decision made by the Victoria Police, fulfilling the role of MERC, in consultation with the control agency and Council's MERO and MRM to accommodate residents relocating in response to a direct emergency.
- Activation of an ERC is determined once the location of the emergency is known and is typically located well away from any threat to ensure public safety.
- Council may activate ERCs in the instance where a situation is of genuine emergency.

The minimum functions of emergency relief are those required for immediate essential life support needs. The aim of an Emergency Relief Centre is to provide displaced members of the community with basic needs of shelter, sustenance, information, first aid and personal support during the initial impact stage of an emergency. Refer to *Emergency Relief Centre Standard Operating Guidelines* for more detail on provision of services.

The Department of Health and Human Services as the Relief Coordination Agency will support municipal councils as required to ensure people affected by an emergency are receiving appropriate relief support services.

Selection of an ERC will be determined by the MERO, in consultation with the MERC, MRM and control agencies.

Services that are not deemed to be immediate needs (within the first 72 hours after an emergency event), such as financial and insurance assistance, are considered to be Recovery activities.

Core Agencies and Services for Relief

Australian Red Cross <i>Register.Find.Reunite (RFR)</i> Food and water	Victorian Council of Churches Emergencies Ministry Personal support
Salvation Army Material aid	Department of Health and Human Services Financial assistance Accommodation (emergency and temporary)
Centrelink Financial assistance	Victoria Police Presence at Relief Centres
St Johns Ambulance First Aid	

For more detailed role statements and agencies, see *Appendix 11: Services and Agencies for Relief and Recovery*

during

Activation

The MERC will request the activation of an appropriate Emergency Relief Centre when required. The MRM/MERO will put in place arrangements to open the required ERC(s) according to the ERC Standard Operating Guidelines. At this stage the MRM will notify the neighbouring councils of the emergency event according to the Otway Region Collaboration agreement. See *Figure 9: Activation of Emergency Relief Centre*.

The MRM has overall responsibility for the coordinated planning and implementation of municipal emergency relief and recovery, including the coordination of municipal resources to assist emergency relief and recovery activities and activation of Emergency Relief Centres. This includes having strategic oversight of the council relief and recovery arrangements and municipal level planning and coordination in line with the Municipal Emergency Management Plan and relevant Sub Plans.

For more information on the role of the MRM, see Municipal Recovery Manager (MRM). For notification of agency process, see *MRM Checklist in the Emergency Relief Centre Standard Operating Guidelines*.

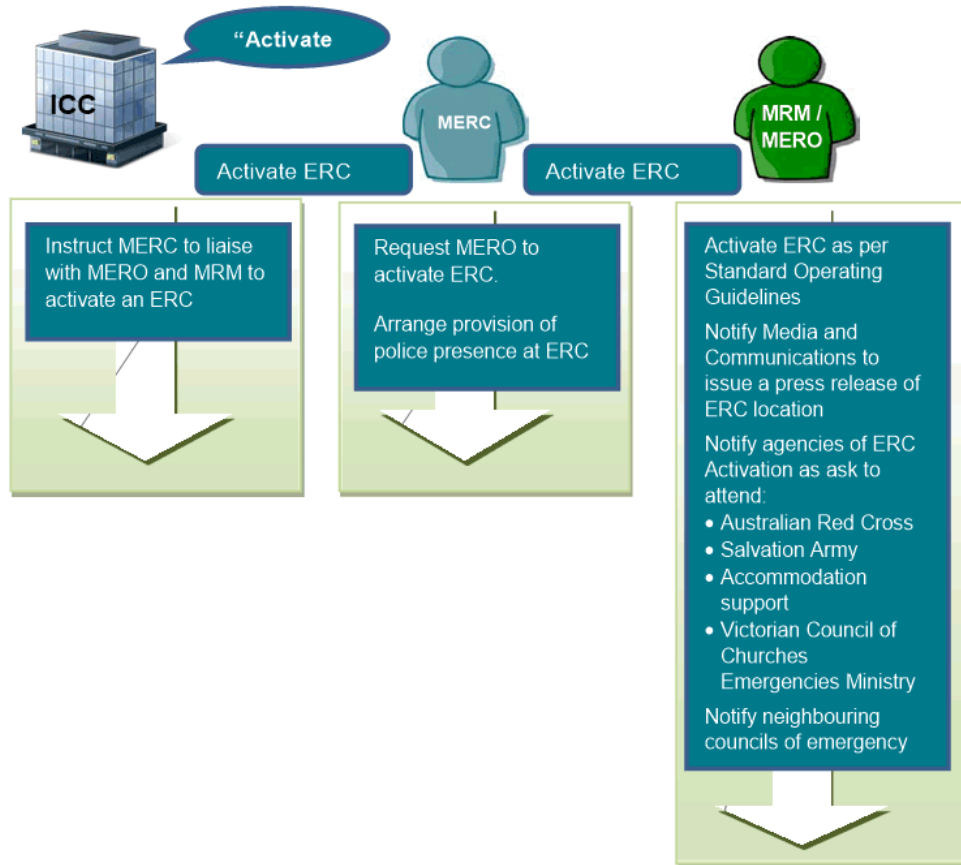


FIGURE 9: ACTIVATION OF EMERGENCY RELIEF CENTRE

during

ERC Escalation

If council considers that the event exceeds its capacity to provide relief services, a request to the Department of Health and Human Services to coordinate emergency relief at the regional level should be made.

Additional services may be needed subject to the scale of the emergency event, community impacts and the affected persons presenting at Emergency Relief Centres.

ERC Locations

The Surf Coast Shire Council has assessed buildings potentially suitable to be utilised as Emergency Relief Centres for use in times of an emergency. Careful consideration must be given to the prevailing circumstances and number of people needing assistance when selecting a site or sites.

In the event of a protracted or large scale emergency, Surf Coast Shire Council has arrangements in place to utilise staff and facilities from outside the municipality where appropriate. The activation, location and operation of an ERC is outlined in the *Emergency Relief Centre Standard Operating Guidelines*.

For location of ERCs, see *Appendix 22: Emergency Facilities*

See: *Emergency Relief Centre Standard Operating Guidelines*

Registration

The registration of evacuees is the responsibility of the Victoria Police in conjunction with Australian Red Cross as per the *Register.Find.Reunite* program.

In the initial stages of an emergency, displaced persons are likely to be highly mobile and should be encouraged, where possible, to manage their own needs. Registration of people at this early stage may have little benefit and be difficult to manage.

The *Register.Find.Reunite* kits are located at local police stations. The Australian Red Cross manage the registration process on behalf of Victoria Police.

Location of <i>Register.Find.Reunite</i> (NRIS) kits	
Police stations and operating hours (If station is unattended ring 000)	Australian Red Cross kit Location
Anglesea Police Station – non-24 hours 55 Great Ocean Road, Anglesea, 3230 Phone: 5263 3468, Fax: 5263 2031	Computer Room
Lorne Police Station – non-24 hours 44 Smith Street, Lorne, 3232 Phone: 5289 2712, Fax: 5289 1010	Shelf under front counter
Torquay Police Station – non-24 hours 122 Surf Coast Hwy, Torquay, 3228 Phone: 5264 3400, Fax: 5264 3401	Equipment Issue Office, attached to Watch House
Winchelsea Police Station – non-24 hours 15 Hesse Street, Winchelsea, 3241 Phone: 5267 2025, Fax: 5267 2662	Muster Room
Kits are audited prior to fire season or after use). Replacement registration pads can be obtained from the Department of Health and Human Services, Emergency Management Barwon South West Region. Australian Red Cross Emergency Services Department Tel 03 8327 6963 A/H 1800 232 969 Fax 03 8327 7822 Email vicesstateoperations@redcross.org.au	

during

8.5.3 Briefings (SMEACS)

All briefings conducted at the MECC and ERCs will use the 'Situation Mission Execution Administration Communications Safety' (SMEAC) format. This will ensure accuracy of information from receipt of a request to personnel who implement the request. SMEACs also provide the mechanism for safe work practices and the safety of personnel who are performing tasks and activities in an emergency affected area.

See: Emergency Relief Centre Standard Operating Guidelines

8.5.4 Impact Assessment

It is essential that an initial appraisal of the extent of damage and disruption to the community and its infrastructure resulting from the emergency or disaster. Information is used to provide situational awareness, guide response and recovery strategies and inform agencies and the community of actual and potential consequences.

There are three stages of impact assessment:

- **Initial impact assessment** is a high level assessment conducted as soon as possible after the impact of the emergency and is managed by controllers during the emergency response.
- **Secondary impact assessment** (Municipal Secondary Impact Assessment) is the subsequent assessment of the impact of the emergency on the natural, built, social, economic and agricultural environments and is managed by relief and recovery coordinators/managers.
- **Post emergency needs assessment** is a longer term, more thorough estimate of the effects and consequences of the emergency on the health and wellbeing of the community, property, the economy and the environment. This is managed by relief and recovery coordinators/managers.

The control agency has the overall responsibility for the instigation and management of the Initial Impact Assessment process. Information should be provided via the Council Emergency Liaison Officer in the Incident Control Centre, or directly to the MECC to enable consolidation with other information sources which will assist the planning for or delivery of relief and recovery activities.

Impact Assessment Guidelines can be obtained from the Emergency Management Portal (login required) at: <http://portal.em.vic.gov.au>.

Surf Coast Shire Council will record this impact assessment data provided using the Crisisworks.

Appendix 18: Secondary Impact Assessment (Municipal Secondary Impact Assessment) position descriptions.

Appendix 19: Initial Impact Assessment Guidelines by Victoria Police

8.5.5 Financial considerations

Financial account for Municipal resources utilised in emergencies must be authorised by the MERO or the MRM and shall be in accordance with the normal financial arrangements of the Surf Coast Shire Council. An account number for emergencies has been allocated and a

during

project number for each emergency will be created. Financial delegations have been approved for the MERO, MEM and MRM, for details see council's *Governance and Procurement Department*.

Accounts and financial commitments made during incident response are the responsibility of the Finance Officer through the MEMPlan arrangements. Payment for goods and services used in the recovery process is the responsibility of the delegated finance officer, MRM through the MEMPlan arrangements. Financial accounting for municipal resources utilised in emergencies must be authorised by the MERO, and be in accordance with the normal financial arrangements of Surf Coast Shire Council.

Control Agencies are responsible for all costs involved in that Agency responding to an emergency.

Refer Municipal Association of Victoria's [*A Council Guide to Financial Management in Emergencies*](#)

Depending on the magnitude of the emergency, some government financial assistance may be available for prevention, response and recovery activities.

In accordance with the Commonwealth Natural Disaster Relief and Recovery Arrangements and in line with the Victorian guidelines, the Department of Treasury and Finance provide financial assistance to relevant Government agencies and to municipal councils for specified types of eligible natural disaster expenditure including, emergency protection works and restoration of municipal assets.

Further information and claim form may be found at www.dtf.vic.gov.au (Budget and Financial Management /Natural Disaster Financial Assistance).

8.6 Warnings and Information

The incident controller is responsible for issuing warnings and community information. The regional controller (where appointed) or State Response Controller or Class 2 state controller should assist, if required.

Public information officers, if appointed, can manage the provision of public information and warnings on behalf of the controller and all responding agencies, but this must be authorised by the controller at the specific tier.

Where the timeframe is short and an extreme and an imminent threat to life exists, any response agency personnel can issue warnings to a community likely to be affected, providing they notify the relevant controller as soon as possible following the issuing of the warning.

Dissemination

Warnings for actual or potential major emergencies should be issued using several mediums, which could include but are not limited to:

- VicEmergency website <http://www.emergency.vic.gov.au/>
- VicEmergency or relevant agency social media feeds
- the FireReady smartphone application
- voice and SMS phone messaging through the use of the Emergency Alert tool
- relevant emergency information phone lines

- emergency broadcasters, using the standard emergency warning signal [SEWS] where relevant
- community alert sirens
- face to face contacts such as door knocks, community meetings.

The *EMMV Part 8 Appendixes and Glossary* provides guidelines on the use of several of these warning mediums.

Disabled or non-English speaking persons

Special considerations need to be given to warning disabled and non-English speaking groups. In the case where information or communication is required with persons unable to speak English, an interpreter service such as the Telephone Interpreter Service may be able to assist.

8.7 Emergency Warning Systems

Emergency warning systems have been established to warn individuals and communities in the event of a major emergency. Although these systems aim to improve the ability to warn communities about emergencies, individuals and communities still need to prepare themselves in case of an emergency.

The control agency has the responsibility to issue warnings to the potential affected communities, and other agencies. Where this is not practicable, the Incident Controller must notify the Emergency Response Coordinator, who in turn will facilitate the issue of warnings.

Community Alert Sirens

Sirens to alert communities to all hazard emergencies are part of the future of Victoria's emergency warning system. The Surf Coast Shire currently has one Community Alert Siren operating in the township of Lorne.

Emergency Alert

Emergency Alert is a telephone based national warning system that enables messages to be sent via landline and mobile telephones, based on the billing address and location. Agencies have been instructed in the use of Emergency Alert and the Incident Controller has access to the website to enable the distribution of warnings. The Emergency Alert website is www.emergencyalert.gov.au

Standard Emergency Warning Signal (SEWS)

The Standard Emergency Warning Signal (SEWS) is an electronic warning signal to be used in assisting the delivery of public warnings and messages for major emergencies to:

- Alert listeners of radio and viewers of television that an official emergency announcement is about to be made concerning an actual or potential emergency which has the potential to affect them; and / or
- Alert the community at large via a public address system that an official emergency announcement is about to be broadcast;
- Responsibility for issuing SEWS lies with the Incident Controller.

during

8.7.2 Supplementary resources

Resource Supplementation at the municipal level occurs when emergency services, or control authorities in the ICC, exhaust their own resources, and there is a requirement for additional or continued supply of resources.

Any request for municipal resources should be made by the Incident Controller (or delegate) to supply a service, and/or additional resources will be to the MERC. In partnership with the MERO, the MERC will endeavour to obtain those resources (council owned or sub contracted) through existing municipal arrangements. If unsuccessful, the request will be passed from the MERC to the RERC, as per the diagram below.

Appendix 27: Municipal Resources (Heavy Plant)

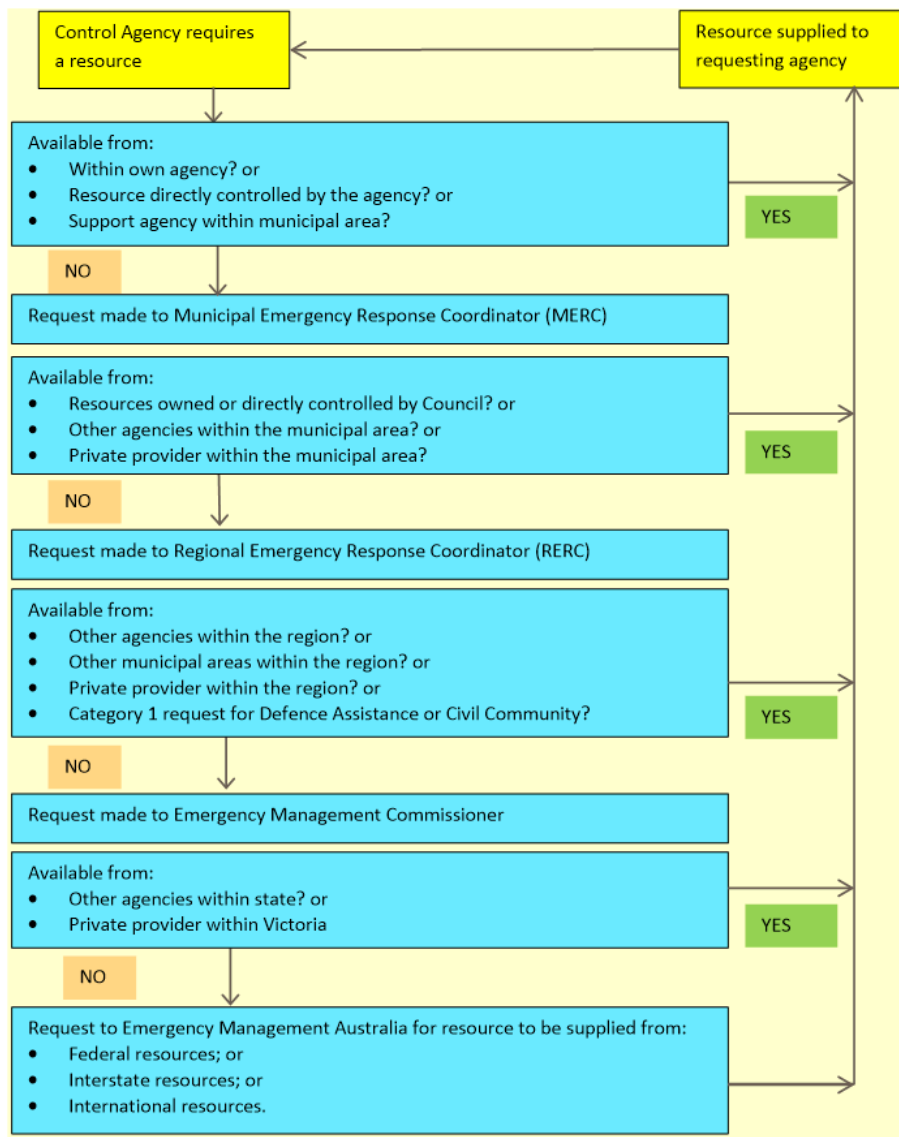


FIGURE 10 - FLOW CHART FOR RESOURCE SUPPLEMENTATION (EMMV PART 3)

during

8.7.3 Transport and Engineering

All requests for transport and engineering resources should be directed to the MERC who will request them through the MERO. Municipal resources should be used in the first instance, prior to engaging private contractors.

The Surf Coast Shire MERO has been delegated the responsibility for transport, and the Manager of Infrastructure has been delegated the responsibility for engineering matters.

8.8 Business Continuity

In the event of an emergency the Executive Management Team (EMT) will support the Council in determining and implementing appropriate incident management strategies to enable critical business functions to remain operational. The EMT will be responsible for the management and restoration of business activities to normal levels of operation once an emergency event has concluded.

The Executive Management Team consists of the Chief Executive Officer, Director Planning and Environment, Director Infrastructure, Director Corporate Services and the Director Community.

See *Surf Coast Shire Council Business Continuity Plan* (contact MERO for a copy)

8.9 Supporting Documentation

- MECC Procedures and Responsibilities for Activation
- Emergency Relief Centre Standard Operating Guidelines

during

Part 9 – Transition of Response to Recovery Activities

9.1 Introduction

It is essential to ensure a smooth transition from the response phase to the recovery process, in any emergency. While it is recognised that recovery activities will have commenced shortly after impact, there will be a cessation of response activities and a hand over to recovery agencies. This will occur when the MERC, in conjunction with the Control Agency and MERO, declares 'Stand Down' of response. The early notification of recovery agencies involved in the emergency will be essential for a successful transition process.

If the emergency is of significant size which has resulted in the Department of Health and Human Services (DHHS) being actively involved, the Municipal / Regional Coordinator will consult with the MERO, the MRM and the Recovery Manager from DHHS to agree on the timing and process of response to stand down.

DHHS coordinate this process by requesting relevant agencies to complete and endorse *An Agreement for Transition of Coordination Arrangements from Response to Recovery*. The purpose of this document is to assist emergency management agencies involved in response and recovery to achieve a seamless transition of information, resources, management and coordination of activities.

The transition agreement includes:

- Authorisation arrangements;
- Coordination and management arrangements;
- Transition activities and tasks to ensure continuity of essential community support;
- Information and communication arrangements.

Accounts and financial commitments made during the response phase are the responsibility of the MERO through the MEMPlan arrangements.

Appendix 30: Agreement for Transition of Coordination Arrangements from Response to Recovery

9.2 Handover of goods and facilities

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

Resources acquired for the response, which are not required for recovery, remain under the control of the requesting response agency. That agency is responsible for their return or disposal.

Payment for goods and services used in the recovery process are the responsibility of the MRM through the MEMPlan arrangements.

9.3 Post emergency debriefing arrangements

Council Debrief

As soon as practicable following an incident, the MEM or the MERO shall arrange for a (cold) debrief that addresses council's response and asset recovery operations. The MRM in some instances, may choose to conduct a debrief with the recovery team to address recovery issues.

All Surf Coast Shire Council debriefs (response and recovery) shall be chaired by the MEM.

Debriefs are to take place prior to the multi-agency debrief so as to ensure that an accurate picture can be portrayed at the latter debrief. Relevant council response and recovery staff will be invited to this debrief session.

Multiagency Debrief

A debrief should take place as soon as practicable after an emergency. The MERC will convene the meeting and all agencies who participated should be represented with a view to assessing the adequacy of the MEMPlan and to recommend changes. These meetings should be chaired by a VicPolice officer not involved in the incident.

An additional debrief may be conducted for the Recovery Team to cover specific recovery issues. This will be additional to the debrief conducted by the MEMP Committee. This will be convened and chaired by the MRM and the Department of Health and Human Services.

9.4 Supporting documentation

- Emergency Relief Centre Standard Operating Guidelines
- Regional Recovery Plan
- Otway District Emergency Relief and Recovery Plan

Part 10 – Emergency Recovery Arrangements

10.1 Introduction

Emergency recovery is the coordinated process of supporting emergency affected communities in the restoration of their emotional, economic and physical well-being, plus the reconstruction of physical infrastructure and rehabilitation of the natural environment. The process of recovery begins as soon as possible when an emergency occurs, and may continue for many years post emergency.

Activation of the *Otway District Emergency Relief and Recovery Plan* can be initiated in the following ways:

- The Municipal Emergency Resource Officer (or deputy MERO) is contacted by the Department of Health and Human Services (DHHS) or responsible agency;
- The Municipal Recovery Manager (MRM) is contacted by the MERO to begin recovery; or
- The responsible authority/lead agency or DHHS contacts the Council or the MRM directly.

There are four key functional areas that require coordination as part of the recovery process:

- Social, People, Health and Community environment;
- Economic environment;
- Natural environment; and
- Built environment.

Each functional area overlaps considerably and requires coordination and collaboration to effectively and efficiently address issues arising from an emergency.

The following table details the services and elements relevant to each functional area of recovery:

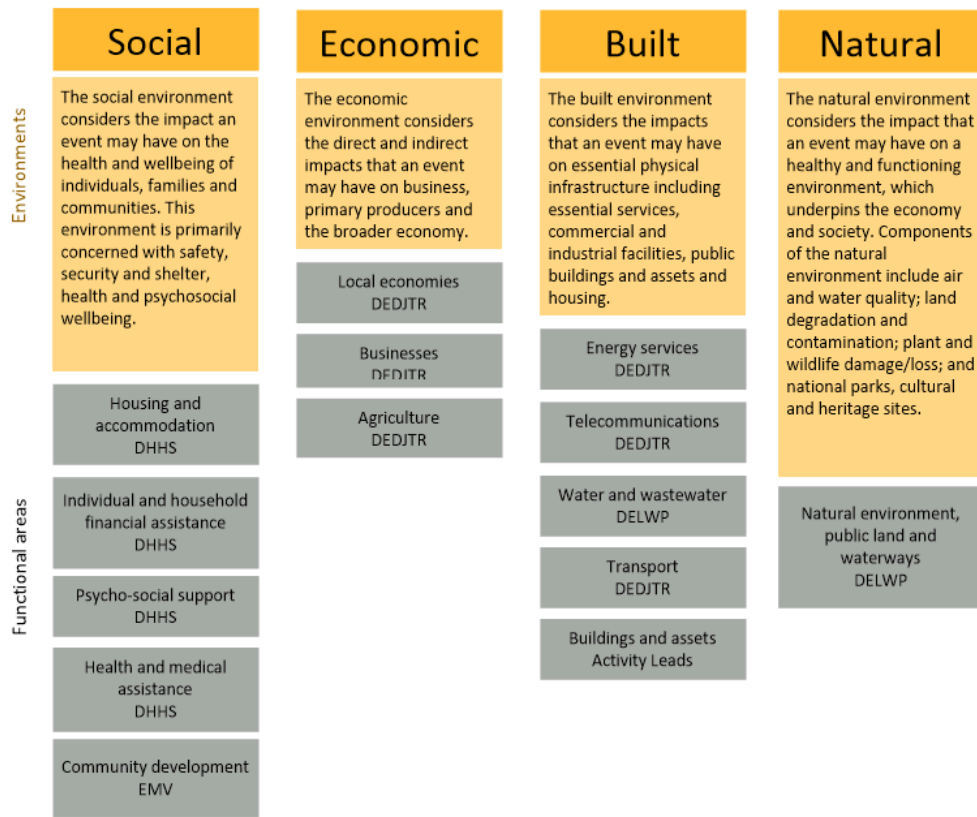


FIGURE 11: RECOVERY ENVIRONMENTS AND FUNCTIONAL AREAS (SOURCE: EMMV PART 7)

Surf Coast Shire Council's arrangements for relief and recovery are detailed in the *Otway District Emergency Relief and Recovery Plan*, a sub plan of the MEMPlan.

Appendix 17: Functional Areas of Recovery

See: *Otway District Emergency Relief and Recovery Plan*

10.2 Municipal Recovery Arrangements

The Surf Coast, Corangamite and Colac Otway municipalities share similar risk environments from an emergency perspective. The three councils also share common responsibilities in relation to preparing for and responding to emergencies of varying scale. Although the three Councils are in varying stages of planning for Emergency Relief and Recovery, all three acknowledge that councils play a critical role in this area of emergency management. As such the Municipal Emergency Management Planning Committee for each of the three Shires have endorsed a combined Cross-Council Relief and Recovery Committee that covers the three municipalities.

The Cross Council Relief and Recovery Committee aims to ensure the provision of effective emergency relief and recovery services across the three municipalities. To do this the Committee focuses on the development of relief and recovery plans that address four major areas:



- Roles and responsibilities of three councils
- Planning and preparedness
- Activation processes; and
- Support arrangements.

The Cross Council Relief and Recovery Committee has developed a memorandum of understanding for this collaboration, known as the *Otway District Relief and Recovery Collaboration*.

Appendix 26: Otway District Relief and Recovery Collaboration

10.3 Recovery responsibilities and escalation

Surf Coast Shire Council is responsible for the coordination and management of relief and recovery at the municipal level. The Department of Health and Human Services is responsible for coordination of recovery at the regional and state levels on behalf of Emergency Management Victoria.

If the MECC is activated, planning for and coordination of recovery activities will be managed from the MECC with emphasis placed on urgent and immediate recovery needs. Strategic planning for the delivery of longer term recovery services, including the establishment of appropriate recovery governance structures and resources, will be undertaken by the MRM.

In situations when the MECC is not activated (small events), or once the MECC has closed, recovery activities will be coordinated and managed under the leadership of the MRM.

If an emergency exceeds the capacity of Council and existing local resource sharing arrangements, due to the scale, complexity, geographic area, level of human impact, or dispersion of the affected population, Council may request the Regional Recovery Coordinator (DHHS) to coordinate relief at the regional level. This escalation provides an additional layer of management rather than a replacement layer. Further escalation to the state level of management may be necessary in respect of certain service needs in very large or complex events.

Emergency recovery needs to be managed and planned for in a structured manner with a multi-agency approach. The broad needs created by the impact of an emergency on a community will be met through a range of services and provided by a range of both government and non-government organisations, community agencies and the private sector.

The three levels of recovery management are Municipal, Regional and State. This plan explains Surf Coast Shire Council's municipal recovery arrangements and frameworks for municipal level.

10.4 Recovery Coordination

In large scale and protracted emergencies, the MRM in consultation with the MEM, Emergency Management Group and DHHS Regional Recovery Coordinator, will be responsible for formulating the Municipal Recovery Committee. The Committee will underpin recovery structure to enable the delivery of relevant services in a timely and responsive manner for as long as required.

Recovery coordination refers to the arrangements that will be used in any situation where more than one department, agency or organisation is required to provide services to assist communities and individuals recover from the impact of an emergency.

Recovery coordination arrangements should provide for:

- assessment of impacts;
- input of affected community into decision making;
- coordination of service provision;
- communication strategies

Recovery activities will commence shortly after impact so it is important that the MRM receives a full briefing from the MERO and MERC to gain a clear understanding of the recovery requirements.

The Municipal Emergency Management Planning Committee (MEMPC), which the MRM is a member of, will conduct the Secondary Impact Assessment. A Secondary Impact Assessment is an appraisal of the extent of damage, disruption and breakdown to the community and its infrastructure as a result of the emergency.

For details of municipal recovery contacts see:

Appendix 4: Emergency contact details Barwon South West Region

10.4.1 Municipal Recovery Committee and Structure

The Municipal Recovery Committee and underpinning recovery structure will be flexible, scalable and adaptive to the diverse range of community needs. The structure will operate under four functional areas of recovery (social, built, economic and natural environments).

The following diagram is an example of a Recovery Structure that might be utilised following a large scale emergency.



FIGURE 12 - EXAMPLE OF RECOVERY STRUCTURE



10.5 Community recovery committee

Communities recover best when they are supported to manage their own recovery. The primary method of ensuring and fostering community management of recovery and resilience after an event is through the use of community recovery committees.

Establishment

The Municipal Recovery Manager has the responsibility to ensure the establishment of community recovery committees as soon as possible after the emergency or prolonged event which may impact the community. Where possible, existing local community representative committees should be used.

The community recovery committee is a sub-committee to the Municipal Emergency Management Planning Committee.

Membership

Membership of community recovery committees will depend on the needs of the affected areas and should include:

- The Municipal Recovery Manager
- Community development personnel
- Councillors
- Community groups
- Affected persons
- Business and Tourism Associations
- Government agencies
- Non-government agencies

Where there is capacity to assist with recovery services, involvement should also come from local community agencies and private businesses.

Functions

Community recovery committees help individuals and communities achieve an effective level of functioning. They can coordinate information, resources, and services in support of an affected community, establish priorities and provide information and advice to the affected community and recovery agencies.

Role

The role of the community recovery committee is to:

- monitor the progress of the recovery process in the community (including identifying community members that may be more vulnerable and requiring additional assistance to manage);
- identify community needs and resource requirements and make recommendations to recovery agencies, council and recovery managers via the MEMP Committee;
- liaise, consult and negotiate on behalf of the community with recovery agencies, government departments and the council;
- liaise with the Department of Health and Human Services as the recovery coordination agency through the designated regional director or delegate;
- undertake specific recovery activities as required

Appendix 16: MEMPC Sub Committees for Draft Terms of Reference

10.6 Supply of Goods and Services

Goods and services may include equipment, personnel and resources for recovery activities. As a general principle, council, government and non-government agencies and organisations are responsible for funding the provision of these services themselves using their own supply systems. However where there is significant community impact, funding may be made available for the restoration of municipal assets and the costs of approved emergency protection works, undertaken to protect community assets, or to restore essential public services under municipal control.

10.7 Key Recovery Operations

10.7.1 Secondary Impact Assessment

A Secondary Impact Assessment draws upon information gathered from the Initial Impact Assessment and is an appraisal of the extent of damage, disruption and breakdown to the community and its infrastructure resulting from the emergency event.

To facilitate this process, the MRM supported by the Emergency Management Group will as early as practicable:

- Survey the extent of damage and evaluate financial and material aid needs;
- Provide a priority listing to assist agencies in the performance of their functions to address community needs;
- Monitor the acquisition and application of financial and material aid required during the recovery period; and
- Create a clear, implementable, and timely Municipal Recovery Action Plan as required (large scale emergency).
- As required deploy Municipal Building Surveyor, Environmental Health Officer and any other relevant specialist staff to conduct assessment.
- Survey the emotional and social impact of the event for both individuals and the community.

Surf Coast Shire Council will record impact assessment data provided using the *Crisisworks* using the People and Properties function.

See MECC Procedures and Responsibilities for Activation.

Clean-up

Clean-up is critical to expediting the recovery of people and communities affected by emergencies. At the regional level the Department of Health and Human Services, as the coordinating agency for emergency relief and recovery, will coordinate Clean-up together with key support agencies and other organisations with capacity to assist. EMV will coordinate at the State level.

See Otway District Emergency Relief and Recovery Plan: part 4.9 Monitoring and Reporting on Recovery

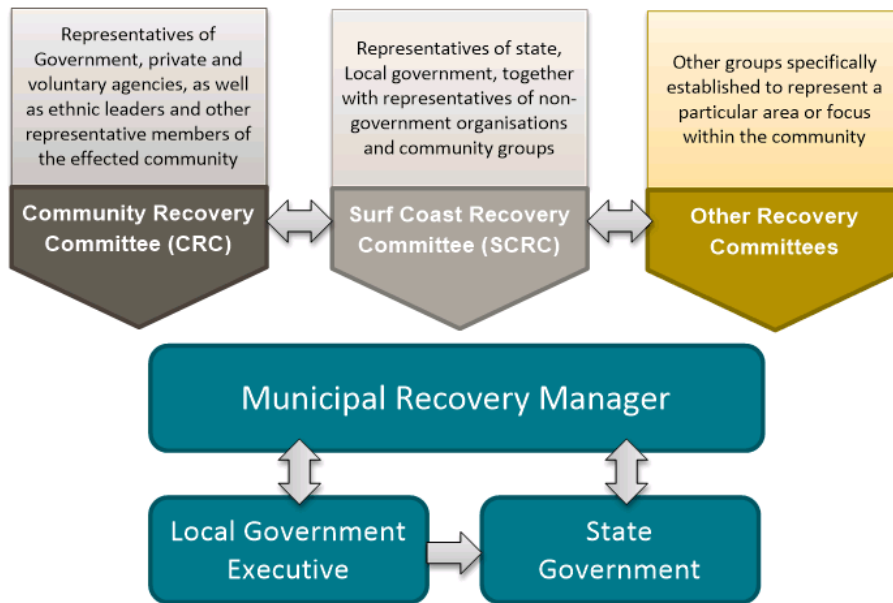


FIGURE 13: COMMUNITY RECOVERY CHANNELS

10.7.2 Recovery Centres

A Recovery Centre is a building in which a coordinated process of support to affected communities in the restoration of their emotional, social, economic and physical well-being is provided. Recovery Centres will provide a link into council, agency and government services, and will be located in close proximity to the affected area/s.

Where possible, Surf Coast Shire council will activate a Recovery Centre within impacted area(s) to enable ease of access for affected community members.

10.7.3 Recovery information and briefings

Community information and briefings are vital components that assist in the recovery of emergency affected individuals and communities. Community information sessions will be conducted as soon as is practicable after an emergency as part of Council’s Communication Plan.

The development of relevant and appropriate community resources and activities empower the community and enhance their resilience, thereby assisting their recovery process.

Surf Coast Shire Council and Support Agencies actively engage the community through a range of mechanisms including community programs and projects, media releases, advertisements, social media, newsletters, Council’s website and Service Networks.

Meetings will be coordinated by the MECC Public Information Officer in consultation with the Incident Control Centre Public Information Unit. The role of community briefings in the recovery context is to:



- provide clarification of the emergency event (control agency).
- provide advice on services available (recovery agencies).
- provide input into the development of management strategies (LGA).
- provide advice to affected individuals on how to manage their own recovery, including the provision of preventative health information (specialist advisers).

Where the emergency is localised to the Surf Coast Shire and the municipality has coordinated all recovery activities, releasing information will be the responsibility of the Surf Coast Shire Council. General information is to be released by the MRM. Policy, financial or political matters are to be released by the CEO or senior management. If the emergency is of a large scale and the Department of Health and Human Services is significantly involved with the municipality, then both agencies should consult prior to the release of information.

10.7.4 Engagement of community in recovery

A vital component in empowering a community in its recovery process is the engagement and involvement of the affected community in planning and participating in the process of recovery by providing a single point of contact for the affected community. This may be undertaken in a variety of ways depending on the scale of the event and community interest and ability.

The form of any community recovery structure may vary. The varieties for consideration may include:

- Community Recovery Committee constituted independently of Council;
- Community Recovery Committee derived from pre-existing Community Emergency Planning Committee;
- A Community Reference Group as part of the Municipal Recovery Committee structure, or
- Regular community meetings to derive input and feedback from community members in an ad hoc informal manner.

At all times it will be important to ensure that all members of the affected community are provided the opportunity to give feedback and express their opinions in relation to the recovery process. This will enable Council to ensure that processes allow for broad and diverse community input, rather than from limited sections of the community.

10.8 Objectives of the Relief and Recovery

In reading these arrangements, it is essential to have an appreciation of the assumptions and accepted understandings that underpin them. These assumptions and accepted understandings are:

Resilience of individuals and communities is respected

Recovery services and programs must acknowledge the inherent resilience that affected individuals and communities display. Communities, when supported with information and resources, are able to support and manage their own recovery.

Recovery is part of emergency management

Recovery is an integral component of the arrangements that support the whole of emergency management activity in Victoria. These arrangements are documented in the Emergency Management Manual Victoria.

Roles of organisations and agencies

Recovery is not the exclusive domain of any single agency. This recognises that recovery must be a whole-of-government and a whole-of-community process.

Affected community involvement

It is an accepted principle of recovery that the active involvement of the affected community is essential for its success. All recovery agencies should seek to engage with the community during the development of recovery plans.

Operational plans support arrangements

All agencies and organisations with agreed roles and responsibilities under the arrangements must develop internal operational plans that detail the capacity of the agency and strategies that will be employed by the agency to undertake the agreed roles and responsibilities.

Response/Recovery interface

Recovery should begin as soon as possible when an emergency occurs. It is therefore essential to ensure high levels of understanding and cooperation between response coordinators and recovery coordinators at each of the levels of operation. It must also be recognised that recovery activities often occur naturally within the affected community.

10.9 Offers of voluntary assistance

The community is often very generous in responding to an emergency event and many people will offer their support as a volunteer in the aftermath of a crisis. The DHHS maintains Victoria's Emergency Volunteer Portal to assist in managing spontaneous emergency volunteers.

In an emergency, spontaneous volunteers will be encouraged to record their details on the Register – instead of contacting local authorities or travelling to affected areas – and wait to be contact as relief and recovery activities are identified.

Volunteering Victoria is piloting *HelpOUT* in the G21 region. *HelpOUT* registers offers of volunteer assistance from interested people and groups, and can link them to organisations and agencies undertaking relief and recovery work in the municipality and surrounding regions after an emergency.

Volunteering Victoria, with support from Volunteering Geelong, also maintains a register of skilled *Managers of Spontaneous Emergency Volunteers* (MSEVs). MSEVs can be called upon to assist with enquiries from people wishing to volunteer after an emergency. MSEVs can also be deployed to organisations and agencies requiring skilled volunteer managers to provide support and direction to spontaneous volunteers.

For further information on *HelpOut*, go to <http://volunteeringvictoria.org.au/emergency-volunteering/>.

10.10 Supporting documentation

- MOU Otway Region Collaboration
- Otway District Emergency Relief and Recovery Plan TRIM D12/577896
- [Communicating in Recovery](#) – Australian Red Cross
- [Emergency Management Manual Victoria](#)
- [MAV Protocol for Inter-Council Emergency Management Resource Sharing](#)

after

Part 11 – Support Services and Agencies

As part of the Surf Coast Shire MEMP Committee arrangements, the agencies listed agree to provide the following services. To formalise these arrangements, Surf Coast Shire Council is currently in the process of developing Memorandum of Understandings with appropriate relief and recovery agency services providers.

The following table details the primary and secondary agencies who will conduct emergency response and recovery services and activities in the Surf Coast Shire. Emergency management activities may also be supported by a range of local contractors and suppliers. Details are contained on *Crisisworks*.

Services and agencies for relief and recovery			
Support Service	Service Provided	Providers / Agencies	
		Lead Coordinator	Other Providers
Accommodation (temporary)			
Accommodation – emergency and temporary Individuals and families	Short term accommodation for persons whose primary place of residence is affected by an emergency incident which prevents occupancy	DHHS	ARC – Single Incident Insurance companies Municipal councils Local caravan parks / motels Salvation Army
Case Management			
Individuals and families	Helping affected persons to identify their needs Encouraging individuals to connect with family, friends and community. Ensuring affected persons know how to keep informed about community recovery activities. Ensuring affected persons know about the information and support services available in their area, and how to connect into the services they may wish to receive.	Municipal councils	Community Services Organisation {To be determined}
Catering / Food and Water			
Individuals and families	Provision of food	Salvation Army	VicRelief Foodbank
Recovery agencies	Provision of food and water Food supply source for response and recovery agencies	Australian Red Cross VicRelief Foodbank	Salvation Army
Critical infrastructure food supplies and logistics	Damage assessment Assistance with interdependencies, contingency arrangements and reconstruction.	DELWP	Food Supply SCN
Communication / Equipment			
Community	Ensure supporting communications facilities are provided to response	Telstra	

Services and agencies for relief and recovery			
Support Service	Service Provided	Providers / Agencies	
		Lead Coordinator	Other Providers
	agencies and the community Provision of communications to the community where conventional communications facilities are not available	WICEN	
Recovery agencies	Provide support to other agencies, where appropriate, for recovery activities involving communication services	Emergency Services Telecommunication Authorities	
Response / Recovery agencies	Provision of communications or supplementary facilities for and between response and/or recovery agencies	WICEN	
Community Development			
Community Recovery Committee	Funding Administrative support Support personnel Advice	Municipal councils DHHS	Australian Red Cross Service clubs Community groups
Communities	Employment and economic redevelopment program	DIIRD DPCD	Service clubs Community groups
	Community support activities	Municipal councils Australian Red Cross DPCD	
Municipal councils	Funding Additional equipment Support personnel Advice	DTF DHHS	
Control Line Rehabilitation			
Affected land owner	Rehabilitation of control lines established for bushfire suppression with lead agency DELWP/CFA	DELWP	
Emergency Shelter			
Municipal councils	Provision of emergency evacuation centres at the lifesaving clubrooms	Life Saving Victoria	
Environmental Health			
Individuals, families and Municipal councils	Advice on the properties and environmental impacts of hazardous materials	EPA	
Municipal councils	Clean-up following oil or chemical pollution incidents on parks, reserves, rivers, waterways and local ports managed by Parks Victoria in liaison with Marine Safety Victoria and the Environment Protection Authority (EPA)	Parks Victoria	DELWP EPA
	Beach / foreshore Clean-up	DELWP Parks Vic	EPA AMSA

Services and agencies for relief and recovery			
Support Service	Service Provided	Providers / Agencies	
		Lead Coordinator	Other Providers
All	Assessing environmental impacts of emergencies	EPA	
Evacuations			
Fencing / Assets			
Primary producers and rural land managers	Assistance to repair of crown land boundary fencing – to make an equitable contribution to the landholder bushfire recovery. Grants are available to cover the fence insurance excess fee up to \$400 when the fire originates on public land.	DELWP	
	Restoration of fencing or other assets damaged by prescribed burns that escaped from public lands – to make an equitable contribution to the landholder’s bushfire recovery; full cost is met.	DELWP	
	Restoration of fencing or other assets damaged by machinery used in bushfire control – to make an equitable contribution to the landholder’s bushfire recovery; full cost is met. Only applicable for bushfires originating on public land.	DELWP	
Financial Assistance / Aid			
Individuals and families	Relief of Personal Hardship Emergency Grant. Temporary Living and or Reconstruction Grant – subject to declaration by the Minister for Family and Community Services	DHHS	Insurance companies Financial intuitions Charities
	Provision of the <i>Disaster Relief Payment</i> may be offered, subject to declaration by the Minister for Family and Community Services	Centrelink	Public appeals Salvation Army
	Financial assistance to people whose normal means of livelihood have been disrupted, whether in short or long term, by an emergency	Centrelink	
	Loan funds towards restoration of dwelling. Provide information and financial assistance to affected households. Management of public appeals	RFCV Australian Red Cross	
Municipal councils	Provide financial assistance to relevant municipal councils (including government agencies) for emergency protection works and restoration of public assets.	DTF	Insurance companies Financial intuitions Public appeals
	Specific funding programs	DIIRD	
Small businesses	Loan funds towards restoration of income earning assets; working capital.	Rural Finance Corporation Victoria	Insurance companies Financial intuitions Public appeals
	Coordinate business recovery initiatives for industry. Fund and administer programs for business development and	DIIRD	



Services and agencies for relief and recovery			
Support Service	Service Provided	Providers / Agencies	
		Lead Coordinator	Other Providers
	recovery.		
Employees, small businesses / primary producers	<i>Disaster Income Recovery Subsidy</i> to assist employees, small business persons and farmers who have had a loss of income as a direct result of the flooding and severe weather event.	Centrelink	
Primary producers and rural land managers	Administration of specific assistance programs.	DELWP	Insurance companies Financial intuitions Public appeals
	Provide information and financial assistance. The provision of a \$15,000 Clean-up and restoration grants are available for eligible primary producers, businesses and non-profit organisations. Low interest loans of up to \$200,000 are also available.	RFCV	
Community Groups	Loan funds towards restoration of assets.	RFCV	Insurance companies Financial intuitions Public appeals
	Rural leadership and community events program.	DIIRD	
Deceased Persons	Financial assistance with the burials for those with insufficient means. State Trustees can assume responsibility for financing and arranging the plot and funeral of deceased persons reported to the coroner, who have assets less than \$1,000.	State Trustees	
First Aid / EM Medical Care			
Individuals and families and Agency Support	Provision of first aid services to other emergency services agencies and the public.	AV	
Flood			
Municipal councils	Develop plans and construct works to restore waterways damaged by floods, if they create an immediate danger to CMA works, public and private assets.	CMA	
	Assist in the assessment of natural disaster relief claims for restoration of flood damage to public assets.	DELWP	
Information Services			
Individuals and families	Advice on financial assistance, insurance claims, legal advice and referral services.	DHHS / Municipal councils Insurance Council of Australia RFCV	DIIRD DPCD Centrelink VCC EM
	Provision of assistance and advice to those who have been affected by fire, explosion, gas or chemical leak etc	CFA	

after

Services and agencies for relief and recovery			
Support Service	Service Provided	Providers / Agencies	
		Lead Coordinator	Other Providers
Communities	Provide advice, information and assistance to affected persons.	DHHS	DELWP
	Advice on assistance and recovery strategies and community redevelopment programs.	DHHS Municipal councils DPCD	DIIRD
Recovery Agencies	Provision of assistance, advice and information.	CFA	
Municipal councils	Advice on safe water, safe food, waste disposal, adequate washing / toilet facilities.	DHHS	
	Accommodation standards	Building Commission	
	Advice on erosion, catchment protection and reforestation	DELWP	
	Flora, fauna	Parks Vic	
	Environmental Issues		
	Advice on disposal of dead / maimed stock	DELWP EPA	
	Provide advice, information and assistance Fish and fish habitat	DHHS DELWP	
Government	Provide information to governments and other interested parties and maintain statistics showing the final insured cost of an event.	Insurance Council of Australia	
	Establish contact with governments at all levels and participate on any external committee.		
Primary producers and rural land managers	Technical advice on re-establishment or alternative strategies.	DELWP	
	Advice on disposal of dead and maimed stock	DELWP EPA	
Small businesses	Provide advisory and mentoring services on options and support available.	DIIRD	
	Coordinate business recovery initiatives for industry.		
All	Mapping services / information (Spatial Information Infrastructure).	DELWP	
Insurance			
Individuals / families / Businesses	An insurance hotline has been established for consumers who have lost insurance papers or have general inquiries, this hotline is available 24hrs.	Insurance Council of Australia 1300 728 228 (Consumers with claims to lodge should contact their insurer and not this hotline).	
Interpreting Services			
All	Translating and interpreting service	Department of Immigration and Citizenship	

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Services and agencies for relief and recovery			
Support Service	Service Provided	Providers / Agencies	
		Lead Coordinator	Other Providers
Material Aid (Clothing, Bedding etc)			
Individuals and families	Material Aid and essential personal and household items; eg clothing, bedding etc	Salvation Army	ARC-Single Incident Brotherhood of St Laurence Municipal Councils St Vincent de Paul VicRelief Foodbank
Primary producers Small businesses	Fodder, income generating access		Public appeals Interest groups
Outreach programs			
Individuals, families and communities	Outreach programs providing personal support Outreach programs providing practical assistance and information Provision of an information service and resources (including REDiPlan). Provision of staff with specialist skills to work with disaster affected individuals and communities; eg social worker, Indigenous services Officer.	ARC	DHHS VCC EM Centrelink
Recovery Agencies	Support outreach activities with trained outreach and visitation workers.	VCC EM	
Personal Support / Counselling Services			
Individuals, families and communities	Provide personal support and pastoral services at emergency recovery centres. Provide personal support and other information to people affected by emergencies. Conduct services of worship and assist in the organisation of public memorials and gatherings to support the recovery of affected persons.	VCC EM	
Individuals, families and community groups	Coordination provision of Personal Support (Psychological first aid) at incident sites and across the community.	DHHS Municipal Councils VCC EM	Centrelink Community Health / Mental Health DEECD Hospitals Private health providers ARC Salvation Army Voluntary groups
	Counselling and other Support groups Community activities		



Services and agencies for relief and recovery			
Support Service	Service Provided	Providers / Agencies	
		Lead Coordinator	Other Providers
Individual and families	To provide support to the families of deceased persons.	VCC EM	Coroners Court of Victoria Department of Health and Human Services Hope Bereavement Care/ SIDS and Kids Road Trauma Support Team Specialist Bereavement Counselling Service Uniting Church Australia
Rebuilding and Utility Restoration			
Individuals, families, community groups	Assessment, repair and rebuilding	Municipal councils	Service clubs Trade Associations VicSES
	Essential Household Services: Water Power Telephone Gas Sanitation	Australia Energy Market Operator (page 7-17 EMMV)	Water / sewerage authorities Telstra Powercor Australia Gas distribution companies DHHS
	Provision of building safety and maintenance information to affected persons.	Building Commission	
Municipal councils	Roads and bridges	VicRoads	
Public land	Clearing, restoration and rehabilitation of roads, bridges and other public assets.	Municipal councils DELWP / Parks Vic VicRoads	
Recovery agencies	Provision of building maintenance and safety information resources.	Building commission	
Rehabilitation			
Municipal councils	Rehabilitation of disturbance resulting from wildfire suppression when the fire originates on public land.	DELWP	Parks Vic
	Clearing and restoration of roads, bridges and other assets on public land affected by an emergency.	VicRoads DELWP Parks Vic	
Resources Recovery Activity			
Recovery Agencies	Provide human and other resources for recovery activities where appropriate.	VicSES	
Stock			
Primary producers	Disposal of dead or maimed stock To minimise the risk to public health Municipal councils are	DELWP (in conjunction with LGA's)	

after

Services and agencies for relief and recovery			
Support Service	Service Provided	Providers / Agencies	
		Lead Coordinator	Other Providers
	responsible for animal disposal; DELWP provides advice, supervision and reimbursement.		
Transportation			
All	Coordinate with private owners the provision of alternative transport for the duration of the emergency and restoration of normal services.	DTPLI	
Volunteer Registrations			
Water			
Recovery Agencies	Support the agency tasked with the recovery activities	Water Authorities	
Individual and families	Replacement of water taken from private land for use in wildfire suppression. To make an equitable contribution to the landholders' bushfire recovery.	DELWP (in liaison with LGA's)	

11.1 Agency Role Statements

Source EMMV Part 7

Australian Maritime Safety Authority

- Consolidate, or assist in the consolidation and recovery of, costs incurred in spill response activities.
- Identify AMSA response personnel affected by emergencies and arrange the provision of appropriate assistance and advice.

Australian Red Cross

- Outreach programs providing personal support.
- Outreach programs providing practical assistance and information.
- Provision of an information service and resources (including REDIPlan) to individuals and communities.
- Management of public appeals.
- Community support activities.
- Single Incident Response, First Aid

Building Commission

- Provide building maintenance and safety information resources to recovery agencies.
- Provide building safety and maintenance information to affected persons.

Catchment Management Authorities

- Assist with the development of regional plans for flood recovery.
- Prioritise, develop plans and construct works to restore waterways damaged by floods if they create an immediate danger to CMA works, public and private assets.

Centrelink

- Provide financial assistance to people whose normal means of livelihood have been disrupted, whether in the short or long term, by the emergency. In most emergency situations, Special Benefit is the appropriate payment to meet the immediate financial needs of people. Payment of the Disaster Relief Payment may be offered, subject to declaration by the Minister for Family and Community Services.
- Provides information to disaster affected individuals and communities on Centrelink services.
- Provides information on Centrelink services to members of the State Community Recovery Committee.
- Contributes information to the State Community Recovery Committee on the scale and impact of the disaster on individuals and Victorian communities.
- Participates in the operation of Community Recovery Centres.
- Participates in Outreach Services Teams.
- Administers financial entitlements including Australian Government Disaster Recovery Payment, Special Benefit, and Crisis Payment and other payments as appropriate to individual circumstances.
- As appropriate, have staff available with specialist skills to work with disaster affected individuals and communities. For example Social Workers, Indigenous Service Officers.
- Assist State/Territory welfare authorities in providing counselling services to affected communities, families and individuals.

- Participates in the provision of reception services at International Airports.

Coroners Court of Victoria

- To identify deceased persons and determine the cause and circumstances of their death.
- To return deceased persons to their families to enable funerals to take place.
- To provide support and counselling to the families of deceased persons.

Country Fire Authority (CFA)

- Provision of assistance and advice to individuals, families and communities who have been affected by fire or other incidents.
- Provide assistance, advice and information to other agencies responsible for, or involved in recovery activities.

Department of Economic Development, Jobs, Transport and Resource (DEDJTR)

- Provide advisory and mentoring services to small business.
- Coordinate business recovery initiatives for industry.
- Fund and administer programs for community and business development and recovery.
- Support whole-of-government disaster recovery activities coordinated by the
- Coordinate with the private owners the provision of alternative transport for the duration of the emergency and restoration of normal services.
-

Department of Education and Early Childhood Development (SWV Region)

- Provision of specialist support services to students, including trauma counselling.
- Provision of specialist services to staff, including trauma counselling.
- Provision of emergency recovery advice and assistance to non-government schools.

Department of Environment, Land, Water and Planning (DELWP)

- Rehabilitation of disturbance resulting from firefighting operations on public land.
- Clearing and restoration of roads, bridges and other assets on public land affected by an emergency.
- Assist in the assessment of natural disaster relief claims for restoration of flood damage to public assets.
- Rehabilitation of wildlife affected by an emergency.
- Advice to community on rehabilitation flora and fauna.
- Clearing and restoration of roads, bridges and other assets on public land affected by an emergency.
- Provide advice to response agencies regarding the impact of an emergency, other than marine pollution, on flora and fauna.
- Assess losses of agricultural assets and livestock, and needs of affected persons and communities.
- Advise individuals, communities and governments agencies on re-establishment of rural enterprises or alternative strategies for economic recovery.
- Administer specific relief subsidies.
- Advise councils on disposal of dead or injured stock (Animal welfare operations, including disposal of injured stock, begins as part of emergency response).
- Deliver recovery projects identified by government to support the short and medium term recovery of individuals, communities and industries.

- Assess injured stock and provide advice on options : humane destruction, emergency slaughter or treatment
- Where feasible assist with humane destruction of burnt livestock
- Advise distribution bodies (eg VFF) on needs for donated fodder.
- Develop and deliver recovery projects to support the short and medium term recovery of individuals, communities and industries (eg on-farm, business and community support activities).

Department of Health and Human Services (DHHS)

- Work with DHHS in the Coordination of recovery planning and management at state and regional levels, including State/Commonwealth departments, local government, non-government organisations and agencies.
- Provide advice, information and assistance to affected individuals, communities, funded agencies and municipal councils.
- Coordinate recovery planning and management at state and regional levels.
- Coordinate all aspects of recovery, including State/Commonwealth departments, local government, non-government organisations and agencies.
- The Department of Health and Human Services coordinates the recovery activities across the following four areas:
 - The social, health and community effects
 - The economic effects
 - The effects on the natural environment
 - The effects on the built environment.
- Coordinate provision of personal support (psychological first aid) at incident sites and across the community.
- Provide community information and facilitate community redevelopment programs.
- Support councils and community recovery committees in recovery planning and managing recovery activities.
- Provide advice, information and assistance to affected individuals, communities, funded agencies and municipal councils.

Department of Premier and Cabinet

- Advise the Premier on security and emergency management issues including the designation of emergencies to enable the Department of Health and Human Services to make personal hardship grants available
- Chair the Central Government Response Committee
- Provide coordination for whole of government emergency management issues.
- Provide secretariat support for the Security and Emergencies Committee of Cabinet and the Central Government Response Committee
- Activate and manage the State Crisis Centre to support government during an extreme event.

Department of Treasury and Finance

- Provide advice to the Treasurer on financial matters associated with recovery from emergencies.
- Administer the Commonwealth Natural Disaster Relief and Recovery Arrangements.
- In accordance with the Commonwealth Natural Disaster Relief and Recovery Arrangements and in line with the Victorian guidelines, provide financial assistance to relevant Government agencies and to municipal councils, for emergency protection works and restoration of municipal assets.

Emergency Services Telecommunications Authority (ESTA)

- Provide support to other agencies, where appropriate, for recovery activities involving communication services.

Environment Protection Authority (EPA)

- Assessing environmental impacts of emergencies.
- Ensuring that appropriate disposal methods are adopted.
- Advising affected persons on the properties and environmental impacts of hazardous materials.
- Implementing the Community Environmental Trauma Protocol when required.

Insurance Council of Australia Ltd

- Following a disaster, the Insurance Council of Australia (ICA) will:
- Coordinate the insurance industry response to the disaster.
- Provide a single point of contact to assist policyholders affected by the disaster, which may:
- Provide information on how to lodge a claim.
- Provide general assistance and advice to those with possible insurance claims.
- Help policyholders to identify their insurance company if they have not already done so.
- On behalf of the insurance industry, establish contact with government at all levels and participate on any external committee.
- Provide information to insurers, governments, the media and other interested parties and maintain statistics showing the final insured cost of the event.
- Assist the insurance industry to respond to claims in an efficient, fair and timely manner through the coordination of insurers, adjusters and intermediaries as appropriate.

Life Saving Victoria

- Provision of emergency evacuation centres at the lifesaving club clubrooms

Parks Victoria

- Recovery and rehabilitation of natural values, cultural values, tourism and visitor assets affected by an emergency on parks, reserves, rivers, waterways and local ports managed by Parks Victoria in collaboration with DELWP and the Department of Health and Human Services (DHHS).
- Cleanup following oil or chemical pollution incidents on parks, reserves, rivers, waterways and local ports managed by Parks Victoria, in liaison with Marine Safety Victoria (MSV), or their agents, and the Environment Protection Authority (EPA).
- Cleanup of fish kill incidents for rivers, waterways and local ports managed by Parks Victoria in collaboration with EPA and DELWP.
- Parks Victoria may assist at the request of DELWP or DHHS in the recovery and rehabilitation of natural values, cultural values, tourism and visitor assets affected by an emergency on public land in Victoria.

Rural Finance Corporation of Victoria

- Provide information and financial assistance to affected farmers, small business owners, householders and non-profit organisations.

Salvation Army – Victorian Emergency Services

- Provision of financial assistance, catering, personal support, food, material aid and/or temporary accommodation as available.

St John Ambulance Australia (Vic)

- Support agency for the provision of first aid services to other emergency service agencies and public.

Telstra Corporation Limited

- Provide products and solutions with the ability to communicate effectively with emergency response teams, groups of volunteers, media and the whole community.
- Ensure supporting emergency communications facilities are provided to response agencies and the community.

VicRelief Foodbank Ltd

- Provision of food for use by response and recovery agencies
- Provision of mattresses and blankets.

VicRoads

- Restoration of VicRoads roads and bridges
- Assist municipal councils with the restoration of their roads and bridges
- Central contact point for the acquisition and use by others of transport and engineering expertise
- Provide road closure and condition information to the public.

Victorian Council of Churches Emergencies Ministry

- Provide personal support and pastoral services at emergency recovery centres.
- Support outreach activities with trained outreach and visitation workers.
- Provide personal support and other information to people and communities affected by emergencies.
- Conduct services of worship and assist in the organisation of public memorials and gatherings to support the recovery of affected communities.
- Provide Community Chaplains for early psychological first aid interventions.
- Act as the coordinating agency for the chaplaincy network.
- Provide an advisory and training resource for community recovery and development.

Victoria State Emergency Service

- Provide human and other resources for response and recovery activities where appropriate.

Water Authorities

- Support the agency tasked with recovery activities.

3.5 Municipal Emergency Management Plan 2016-2019

APPENDIX 2 SUMMARY OF COUNCIL'S EMERGENCY MANAGEMENT LEGAL RESPONSIBILITIES

Summary of Council's Emergency Management Legal Responsibilities

Extract

Local Government Emergency Management Handbook

Councils' key emergency management responsibilities stem primarily from Part 4 of the Emergency Management Act 1986, which requires councils to:

- establish a municipal emergency management planning committee (MEMPC)
- facilitate the development and maintenance of the municipal emergency management plan (MEMPlan) by the MEMPC, for consideration and endorsement by council
- allow the audit of the plan, and
- appoint at least one municipal emergency resource officer (MERO) to coordinate the use of council resources for emergency response and recovery.

Municipal Emergency Management Plan (MEMPlan)

- (1) A municipal council must prepare and maintain a municipal emergency management plan.
- (2) A municipal emergency management plan must contain provisions-
 - (a) identifying the municipal resources (being resources owned by or under the direct control of the municipal council) and other resources available for use in the municipal district for emergency prevention, response and recovery; and
 - (b) specifying how such resources are to be used for emergency prevention, response and recovery; and
 - (ba) in the case of a municipal district that is located wholly or partly in the country area of Victoria within the meaning of the *Country Fire Authority Act 1958* –
 - identifying all designated Neighbourhood Safer Places in the municipal district or, if no places have been designated under the *Country Fire Authority Act 1958*, recording that fact; and
 - designating any places in the municipal district that are community fire refuges within the meaning of Part IIIA of the *Country Fire Authority Act 1958*; and
 - (c) relating to any matter prescribed for the purposes of this subsection.

Municipal coordination and planning

- A municipal council must appoint a municipal emergency planning committee constituted by persons appointed by the municipal council being members and employees of the municipal council, response and recovery agencies and local community groups involved in emergency management issues.
- The function of a municipal emergency planning committee is to prepare a draft municipal emergency management plan for consideration by the municipal council.

Audit of municipal emergency management plans

- (1) A municipal emergency management plan must be audited during the period commencing 1 July 1995 and ending 31 December 1996 and thereafter at least once every 3 years by the Chief Officer, Operations of the Victoria State Emergency Service to assess whether the plan complies with guidelines issued by the Minister.
- (2) The Chief Officer, Operations of the Victoria State Emergency Service must during the audit invite submissions on the municipal plan from the regional emergency response committee and the regional recovery committee.
- (3) A municipal council must within 3 months of receiving an audit report forward a copy of its written response to the audit report to the Chief Officer, Operations of the Victoria State Emergency Service.

3.6 Adoption of new Strategic Fire Management Plan Otway District 2017-2020

Author's Title: Emergency Management Project Officer

General Manager: Phil Rowland

Department: Environment & Community Safety

File No: F16/635

Division: Environment & Development

Trim No: IC17/6

Appendix:

1. Draft V1.5 Strategic Fire Management Plan Otway District to 2020 for Regional Committee review (D17/1323)

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 adopt the new Strategic Fire Management Plan Otway District 2017-2020.

Summary

The current Surf Coast Fire Management Plan was adopted by Council in October 2015 and it extends to March 2017. A new strategic fire management plan has been developed under an innovative planning model through a collaboration of Surf Coast Shire Council, Colac Otway Shire Council and Corangamite Shire Council, relevant fire and land management agencies. The new plan takes an integrated, landscape scale approach to fire management, extending across the footprint of the three municipalities. It will replace the existing fire management plans of each participating council.

The Strategic Fire Management Plan Otway District describes how agencies and councils will work together and with communities to reduce fire risk, impacts and consequences, and to build community safety and resilience. Its purpose is to enhance integration, coordination and effectiveness of fire risk reduction and community fire safety activities across the three municipalities and across all fire management agencies, groups and communities.

Recommendation

That Council :

1. Adopt the Strategic Fire Management Plan Otway District 2017-2020 to come into effect on 1 April 2017 for a period of three years.
2. Make the Strategic Fire Management Plan Otway District 2017-2020 available to community including publishing it on the Surf Coast Shire Council website.

3.6 Adoption of new Strategic Fire Management Plan Otway District 2017-2020

Report

Background

The responsibility for preparing the Fire Management Plan rests with Municipal Fire Management Planning Committees which are comprised of representatives from fire and land management agencies. It is Council's role to facilitate the preparation of the plan and to adopt the plan once it has been endorsed by the relevant committees.

In October 2015, Council adopted the existing Surf Coast Fire Management Plan – an updated version of the previous plan. As part of that process, Council was introduced to the concept and model for the development of a new strategic fire management plan; that plan is now tabled for adoption.

The Strategic Fire Management Plan Otway District describes how councils, fire agencies, relevant authorities and organisations will collaborate with each other and with communities within the three-municipality footprint will to achieve more effective fire risk reduction and help communities become safer and more resilient. Planning for the three councils together acknowledges that while each municipality has unique attributes, there are some commonalities in landscape and fire risk. It recognises that bushfires and grassfires in this district can and do cross municipal boundaries. Planning for the district will enhance the integration, coordination and effectiveness of bushfire risk reduction activities across the landscape and across emergency management agencies; that it is achievable is an acknowledgment of the maturity of the partnerships developed between councils and agencies.

The plan has been prepared under the provisions of the Emergency Management Act 1986 (Section 20) and the Country Fire Authority Act 1958. The Emergency Management Manual Victoria (EMMV), which applies the provisions of the Emergency Management Act 1986, provides for an Emergency Management Planning Committee to appoint a Municipal Fire Management Planning Committee (MF MPC). The MF MPC then takes responsibility for the preparation of the Municipal Fire Management Plan, and for monitoring, review and reporting on the delivery of that plan. MF MPCs have been appointed for all three Otway District councils.

This Strategic Fire Management Plan Otway District has been prepared and endorsed in accordance with the guidelines provided in the EMMV, which includes guidance on municipal fire management planning committees, suggested terms of reference, and the planning process, along with content of the plan, endorsement and audit procedures. This Plan constitutes a sub plan of each council's Municipal Emergency Management Plan.

The Strategic Fire Management Plan Otway District meets the requirements for a municipal fire management plan in accordance with and is deemed to meet the Country Fire Authority Act 1958 requirements for a fire prevention plan, and councils must have a fire prevention plan.

The current Surf Coast Fire Management Plan was endorsed by Council in October 2015 for a fourteen month period until March 2017 to comply with advice received by the Emergency Management Commissioner on 10 March 2015 which directed fire committees to undertake a minor update of existing Municipal Fire Management Plans and to await the release of the State Fire Mitigation Plan prior to undertaking a comprehensive review of Municipal Fire Management Plans. While the State Fire Mitigation Plan has not yet been released, the Emergency Management Commissioner - aware of the landscape scale approach proposed for the three Otway shires, subsequently advised the Otway District Bushfire Planning Collaboration to continue with development of the new strategic plan under the innovative model.

Discussion

The existing Surf Coast Fire Management Plan remains current until the end of March 2017. It is recommended that Council adopt the Strategic Fire Management Plan Otway District 2017-2020 to come into effect on 1 April 2017 for a period of three years. This will allow the existing fire plan to remain in operation for the current fire season, with the new plan to take effect well before the 2017/18 fire season. A decision by Council to adopt the new Strategic Fire Management Plan will ensure Council meets its legal/policy responsibility to have a current fire plan.

3.6 Adoption of new Strategic Fire Management Plan Otway District 2017-2020

While the development of the Fire Management Plan is facilitated by Council, the plan is the responsibility of the Municipal Fire Management Planning Committee as a sub-committee of the Emergency Management Planning Committee. These committees are made up of relevant emergency management agencies, authorities and groups, including land managers and key asset managers.

This plan does not operate in isolation – it is nested within a planning framework which guides fire management at the State, Regional, Landscape and Municipal level. It accords with the direction set through related plans and policies (as detailed within the body of the plan), applying and adapting relevant elements at a District scale.

The new plan is a strategic level document which provides strategic directions. It includes 11 objectives that set out what it aspires to achieve and articulates a set of strategic directions which are targeted at achieving these objectives.

As part of the development of this plan, a prioritised list of actions was prepared for each strategic direction – this document is referred to as the Work Programming Guide within the body of the plan. Further development of the Work Programming Guide will be undertaken following adoption of the Plan; each MFMP will determine its own priorities and accountabilities for delivery of actions to achieve the strategic directions of the Plan. In addition, within six months of the plan adoption, each MFMP will develop its own monitoring, evaluation, reporting and improvement plan (MERI Plan), which collectively will constitute the MERI plan for this Strategic Plan.

Under the adopted planning model and in accordance with its strategic directions, this plan is part of a tiered approach to fire management planning; one strategic plan across the three municipalities provides higher-order objectives and directions, and this is coupled with a suite of future subsidiary plans. Key amongst those is the development of community based township bushfire safety plans for high risk towns that get to the detail of township risk, risk mitigation and community bushfire resilience. These local plans are a critical component of the overall planning framework and will take fire management planning to a new level; agencies and councils will work in partnership with communities to understand the local risks, and to identify what is important to protect and how community values will be protected.

Implementation of the current Surf Coast Fire Management Plan is well progressed with approximately 95% of actions either completed or ongoing. Any actions which continue to be relevant will be carried forward into the action list associated with the new plan or its future subsidiary plans.

Financial Implications

Financial implications for Council directly associated with adoption of this plan are minimal as there are few accountabilities for Council. It requires the development of work plans for each MFMP along with the development of identified subsidiary plans (as identified in the work plans) and the development of MERI plans for each. However, it does establish expectations for delivery of actions, once these are determined. It is important to note that this plan is a multi-agency plan and therefore delivery accountabilities will be spread across a number of agencies. A key platform of this plan is inter-agency collaboration, including the direction of fire risk resources to the achieving the greatest risk reduction benefit. Council currently funds a range of fire risk reduction works through existing Council funds and through grant funds allocated by the State Municipal Emergency Resource Program which is shared across the three councils.

Council Plan

Objective 3.1 of the Council Plan articulates strategies, outcomes and measures for “communities that plan for and recover from disasters”. The Strategic Fire Management Plan contributes to the delivery all five of the strategies identified under this Objective, and maintaining and implementing a Council Municipal Fire Management Plan is a stated measure of achieving the outcomes described under this Objective.

Theme	3 Communities
Objective	3.1 Communities that plan for, and recover from, disasters
Strategy	3.1.1 Dedicate resources to provide effective and efficient planning for management of, and recovery from, disasters.
Strategy	3.1.2 Establish and maintain working relationships with emergency services and relevant stakeholders to ensure preparedness in the event of an emergency.
Strategy	3.1.3 Continue to undertake Community Emergency Risk Assessment (CERA).
Strategy	3.1.4 Incorporate, where appropriate, the 2009 Bushfire Royal Commission recommendations.
Strategy	3.1.5 Continue to deliver programs to reduce excessive bushfire fuels in high risks areas, for example the Weeds to Mulch program

3.6 Adoption of new Strategic Fire Management Plan Otway District 2017-2020

Policy/Legal Implications

Authority for this plan is derived from the *Emergency Management Act 1986* and from the *Country Fire Authority Act 1958*. The Fire Management Plan incorporates the requirements for municipal fire management planning as prescribed in the Emergency Management Manual Victoria (EMMV) as well as that for municipal fire prevention planning required by the *Country Fire Authority Act 1958* (section 55A). The EMMV applies the provisions of the *Emergency Management Act 1986* which states that a municipal emergency management planning committee must give effect to any direction or guideline issued by the Minister.

The Municipal Fire Management Plan is prepared and endorsed in accordance with the guidelines in Section 6a of the Emergency Management Manual Victoria (EMMV), which includes direction on municipal fire management planning committees, suggested terms of reference, the planning process, content of the plan, endorsement and audit procedures. In addition, the State Bushfire Plan 2014 describes the role of municipal fire management planning committees which are responsible for developing and publishing Municipal Fire Management Plans, along with ensuring implementation of the actions detailed in the plans, and monitoring the effectiveness of those actions.

Officer Direct or Indirect Interest

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

Risk Assessment

Bushfire is as an extreme risk for Council and it is therefore important that an effective fire plan is in place. Fire management planning is a risk based process. Preparation of the plan incorporated a detailed and robust bushfire risk analysis across the Otway landscape assessing each town and settlement. The plan identifies and assesses fire risk, and prescribes strategic-level risk mitigation actions. It is important to note that it is not possible to eliminate bushfire risk.

There are no additional risks to Council with adopting this Plan.

The risk of not adopting the plan is considerable. There is a community expectation and legislated/policy requirements to have a current Municipal Fire Management Plan. This Plan acts to reduce the risk of fire across a three-municipality footprint.

Social Considerations

There are no social implications for Council in adopting the plan.

Community Engagement

Engagement for the development of this plan has been undertaken primarily through the Project Steering Group, and the Municipal Fire Management Planning Committees of the Surf Coast Shire Council, Colac Otway Shire Council and Corangamite Shire Council. The Steering group was comprised of representatives of the following organisations:

- Department of Environment, Land, Water and Planning
- Country Fire Authority – Districts 6 and 7
- Victoria Police
- VicRoads
- Department of Health and Human Services
- Parks Victoria
- Corangamite Shire Council
- Colac Otway Shire Council
- Surf Coast Shire Council

The Municipal Fire Management Planning Committees for each council are responsible for the development and implementation of this plan, and have been engaged throughout the process - from the model concept, the project plan preparation and approval, and the drafting and development of this plan.

The engagement associated with this strategic plan has been focused on agencies participating in the MFMP. Community engagement will more meaningful at the township level and a comprehensive engagement program will occur in the future preparation of township plans.

3.6 Adoption of new Strategic Fire Management Plan Otway District 2017-2020

Extensive community engagement at the township level will be undertaken in the preparation of the township bushfire safety/resilience plans, which are subsidiary plans. Township plans will adopt the principles of community based planning and as such will maximise community empowerment in determining what communities want to protect and how community values will be protected.

Environmental Implications

There are no negative environmental impacts resulting from the Plan. The Plan prescribes that protection of high value environmental and cultural assets and ecosystem resilience must be a feature of any fire management work.

Communication

Once the Plan is adopted, it will be made publicly available including publishing it on the Surf Coast Shire council website. The Municipal Fire Management Planning Committee and the Municipal Emergency Management Planning Committee will be advised that Surf Coast Shire Council has adopted the Plan.

Conclusion

The current Surf Coast Shire Municipal Fire Management Plan will expire at the end of March 2017 therefore a decision by Council to adopt the new Strategic Fire Management Plan will ensure Council meets its legal/policy responsibility to have an endorsed fire plan.

In accordance with the process prescribed by Emergency Management Victoria, the new plan has been reviewed by the multiagency Municipal Fire Management Planning Committees and the Municipal Emergency Management Planning Committees of each council, along with the Barwon South West Regional Fire Management Planning Committee. All committees have endorsed the Strategic Fire Management Plan for referral to each participating council for adoption.

3.6 Adoption of new Strategic Fire Management Plan Otway District 2017-2020

APPENDIX 1 DRAFT V1.5 STRATEGIC FIRE MANAGEMENT PLAN OTWAY DISTRICT TO 2020 FOR REGIONAL COMMITTEE REVIEW

Strategic fire management plan

Otway District 2017 - 2020

Shires of Corangamite, Colac Otway and Surf Coast



Otway District Bushfire
Planning Collaboration



CORANGAMITE
SHIRE



Colac Otway
SHIRE



Surf COAST
SHIRE



CFA

Department of
Environment, Land,
Water & Planning



State
Government
Victoria

Version Control Table

Version	Release Date	Author	Changes
1.0	4 November 2016	Cheryl Nagel & Peter Ashton	First complete working draft of plan for review of Steering Group
1.1	9 November 2016	Cheryl Nagel and Peter Ashton	Draft refined throughout and provided to Project Control Group for review
1.2	10 November	Cheryl Nagel and Peter Ashton	Draft updated to include Project Control Group direction and provided to members of all three MFMPs for review and endorsement, specifically: <ul style="list-style-type: none"> • Moved aim and objectives to front • Reduced section on vulnerable people • Created new section of strategic direction headlines from action table • Minor text refinement
1.3	11 November	Cheryl Nagel and Peter Ashton	Actions removed from document with strategic directions headlines retained, under direction of project control group. Other minor updates.
1.4	15 November	Cheryl Nagel and Peter Ashton	Minor adjustments following further direction of the project control group. Submitted to each MFMP and MEMPC for endorsement.
1.5	21 November 2016	Cheryl Nagel and Peter Ashton	Minor adjustments to incorporate MFMP and MEMPC review, minor editing and formatting improvements. Submitted to the Barwon South West Regional Fire Management Planning Committee for review
2			
3			

Front cover photograph – Fire approaching Wye River on Christmas day 2015; Andrew Hack

Context statement

This is the first version of a strategic fire management plan across the three Otway Shires. It replaces and supersedes the Municipal Fire Management Plans of Corangamite Shire, Colac Otway Shire and Surf Coast Shire which all have an expiry date of March 2017.

Comments on this Plan are welcome and should be sent to:

Otways Bushfire Planning Collaboration
c/- Surf Coast Shire
PO Box 350 Torquay Vic, 3228

Or otwaybushfireplanning@surfcoast.vic.gov.au

Map of the planning area



Figure 1 The three shires that make up the Otway District and which constitute the planning footprint; their location in south west Victoria

Foreword

This Strategic Fire Management Plan for the Otway District fire risk landscape advances integrated fire management across the footprint of the Corangamite, Colac Otway and Surf Coast Shires. It describes how Councils, fire agencies, relevant authorities, groups and communities will share the responsibilities, and work together to reduce fire - risk, impacts, consequences and increase resilience. Taking a risk-based approach, the Objectives and Strategic Directions of this plan assist in treating current fire risks and also mandate the future development of subsidiary plans that get to the real detail of risk management and mitigation at township scale.

This plan is quite different to the three municipal fire management plans that it replaces. The plan is aspirational, describing what we would ideally like to achieve with fire management over the long term, while understanding that it will take some time to achieve. The plan has a defined term of three years; however the vision for this plan stretches well beyond. This approach will ensure a continuum, short and long term, of the many varied risk treatments required to meet the challenges faced by a fire risk landscape with a history of numerous, and sometimes destructive fires in bushland, grasslands, peri-urban and structural environments.

The plan focusses on enhanced collaboration between agencies, and with communities; it embeds ways for community aspirations to influence fire management and at the same time build greater community resilience. Many objectives and actions of the plan can only be achieved through agencies and communities working more closely together regardless of land tenure and traditional agency delineations.

A robust landscape risk analysis is employed by this plan which underpins its content. The plan seeks to ensure finite agency and community resources are allocated to best effect – to address the highest risks and achieve the best possible results for all of our communities. The plan seeks to foster cooperative learning and development and to then effectively apply learnings to achieve greater risk reduction and more resilient communities.

The responsibility for Fire Management Planning, including implementation at Municipal level is legislatively vested in Municipal Fire Management Planning Committees. These committees recognise the need for shared planning, shared learning and shared responsibility in order to get meaningful results for our communities in this fire prone landscape.

In commending this plan to the attention of all agencies and communities affected by it, I acknowledge the substantial works and efforts already undertaken in the furtherance of fire risk management in the Otway region and look forward to working cooperatively toward giving effect to this plan to reach even greater and safer outcomes for us all.

Mark Gunning

Chair, Steering Group - Otway District Strategic Fire Management Plan

Authorisations and endorsements

In authorising this plan, each Council adopts elements of the plan that pertain to that Council only.

This plan was adopted by each Council in partnership with the committees described in below:

Plan adopted by:

.....
Corangamite Shire Council

.....
Colac Otway Shire Council

.....
Surf Coast Shire Council

Date

.....

.....

Plan endorsed by each Municipal Fire Management Planning Committee:

.....
Corangamite Shire, date

.....
Colac Otway Shire, date

.....
Surf Coast Shire, date

Plan endorsed by each Municipal Emergency Management Planning Committee:

.....
Corangamite Shire, date

.....
Colac Otway Shire, date

.....
Surf Coast Shire, date

Plan reviewed and endorsed by the Barwon South West Regional Fire Management Planning Committee

.....
Chairperson

.....
Date

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Introduction

Overview

This Strategic Fire Management Plan for the Otway District (the Plan) extends across the footprint of the three Shires – Corangamite, Colac Otway and Surf Coast. It describes how agencies and councils will work together and with communities to reduce fire risk, impacts and consequences and to build community resilience.

The Otway District is recognised as being one of the highest bushfire risk areas in Australia and the world (Bradstock 2010). The factors that make up that risk include: extensive and highly flammable vegetation, rugged terrain and occasional extreme weather, combined with the proximity of houses to the bush, the nature of house construction and limited road access. Traversing the three Shires, the Otway ranges are a key bushfire risk and a regional priority for risk management (Barwon South West Regional Fire Sub Committee 2016)

Fire has long been a part of the Otway District landscape. As history shows, there is considerable potential for devastating bushfires¹, and effective management of that risk is needed to minimise bushfire impacts.

Figure 2 Victoria's Black Thursday 1851; Oil on canvas by William Strutt 1864



Within the three-shire footprint, this plan describes how agencies involved in fire management will work together, and with communities to achieve more effective fire risk reduction and help communities become safer and more resilient.

In the context of a thorough understanding of landscape risk and the benefits of integrated risk mitigation, this plan predominantly focusses on reducing fire risk for private and municipal land and assets within towns and on the wildfire interface. It also addresses risk to critical infrastructure and community values. Taking a risk based approach, this plan promotes shared responsibility for planning and action. While bushfire is the major risk addressed in this plan, structural and chemical fire risk are considered to a lesser extent.

¹ The term bushfire is used throughout this plan to describe wildfire in grasslands, heathlands, woodlands and forest.

Plan purpose and aim

The *purpose of this plan* is to enhance integration, coordination and effectiveness of fire risk reduction and community fire safety activities across the three shires and across all fire management agencies, groups and communities.

Through this enhancement, the aim and objectives of this plan will be more effectively achieved.

The *aim of this plan* is to reduce the risk to life and community values from the threat of fire, and facilitate the development of resilient and fire adapted communities which have an increased capacity to recover from fire.

About this plan

Planning for the three Shires together acknowledges that while each Shire has unique attributes, there are some commonalities in landscape and fire risk. It recognises that bushfires and grassfires in this district can and do cross municipal boundaries. Planning for the district will enhance the integration, coordination and effectiveness of bushfire risk reduction activities across the landscape and across emergency management agencies; that it is achievable is an acknowledgment of the maturity of the partnerships developed between the councils and agencies.

It is intended that this Plan recognise and provide guidance to the extensive work already undertaken in fire management and planning across the three shires, but not duplicate it. Its role is to enhance integration, coordination and effectiveness of fire management and planning.

Key parts of this Strategic Fire Management Plan define its [purpose, aim and objectives](#), and describe the [strategic directions](#) to outline how agencies will work together and with communities to deliver the plan.

Fire management prescriptions are provided at three scales:

- landscape
- township
- household/ property.

Four themes are used to group objectives, directions and actions:

- safer communities,
- enhanced protection of assets,
- better sharing of knowledge, responsibilities and resources
- impacted communities recover and thrive.

This plan has been built on a detailed examination of the bushfire risk across the District, and a much less developed understanding of what communities' value and want to protect. Delivery of this plan will help fill that knowledge gap so that the future development of subsidiary plans and reviews of this plan can be better informed and targeted to meet community needs.

This Plan is part of a tiered approach to fire management planning; one strategic plan across the three Shires provides higher-order objectives and directions, and this is coupled with a suite of future subsidiary plans – to be developed with communities - that get to the detail of township risk, risk mitigation and community bushfire resilience.

Authority and term

This Strategic Fire Management Plan meets all of the requirements for a Municipal Fire Management Plan (MFMP) and fulfils the requirements for a Fire Prevention Plan for each Shire. It replaces the

former Municipal Fire Management Plans of each. This plan constitutes a landscape bushfire strategy as described in the State Bushfire Plan 2014, and is a sub-plan of each Shire's Municipal Emergency Management Plan.

The plan has been prepared under the provisions of the *Emergency Management Act 1986* (Section 20)² and *Country Fire Authority Act 1958*³. The Emergency Management Manual Victoria (EMMV), which applies the provisions of the Emergency Management Act 1986, provides for an Emergency Management Planning Committee to appoint a Fire Management Planning Committee. The Fire Management Planning Committee then takes responsibility for the preparation of the Municipal Fire Management Plan, and for monitoring, review and reporting on the delivery of that plan. Fire Management Planning Committees have been appointed for all three Otway District shires.

This Strategic Fire Management Plan – Otway District has been prepared and endorsed in accordance with the guidelines provided in the EMMV, which includes guidance on municipal fire management planning committees, suggested terms of reference, and the planning process, along with content of the plan, endorsement and audit procedures. This Plan constitutes a sub plan of each Council's Municipal Emergency Management Plan.

This plan will extend for three years from the date it is adopted by each Council.

Plan development

The responsibility for preparing Fire Management Plans rests with Municipal Fire Management Planning Committees (MFMPCs), which consist of representatives from fire and land management agencies including DELWP, Parks Victoria, CFA, Local Government, Victoria Police, VicRoads, water authorities and DHHS. Taking an innovative approach, the MFMPCs of each of the three Otway District Shires agreed on a new model for municipal fire management planning, resulting in one strategic fire management plan being produced for the three shires (Figure 3). This new model for planning was supported by relevant emergency management agencies and committees.

The three MFMPCs established one Steering Group to oversee the development of the plan, with membership drawn primarily from the Committees. Data for the risk analysis was sourced primarily from DELWP, the Councils and the ABS. Risk analysis for the plan was undertaken by Council and DELWP staff, and drafting of the plan was undertaken by Council staff funded through the State Government Municipal Emergency Resource Program.

Development of the purpose, aim and objectives and directions/actions

Development of the purpose, aim and objectives and directions/actions for this Strategic Fire Management Plan was guided by the Project Steering Group⁴ and informed by a program logic exercise undertaken by that Group. The aim, objectives and directions/actions of this plan have been developed to reduce the risk, impacts and consequences of fire on important community values and assets. As our understanding of priorities for protection increases and the detailed understanding of the nature of the risk

² The Emergency Management Act 1986, prescribes that Councils must appoint an Emergency Management Planning Committee and must have a Municipal Emergency Management Plan. Under the Emergency Management Manual Victoria (EMMV) - which applies the provisions of the Emergency Management Act 1986 - specific hazard plans can be developed as sub plans to the Municipal Emergency Management Plan where the hazard is deemed a priority risk.

³ Under the Country Fire Authority Act 1958, Councils must have a fire prevention plan, and for councils within the Country Area of Victoria, a fire management plan prepared in accordance with the EMMV is deemed to satisfy the requirements for a municipal fire prevention plan.

⁴ The Project Steering Group consists of members nominated from the Municipal Fire Management Planning Committees of each of the three shires and includes the project team.

to values grows, the plan objectives and actions will be refined. Often this refinement will be described in subsidiary plans, such as township bushfire safety/resilience plans.

Relationship with other planning

This plan does not operate in isolation – it is nested within a planning framework which guides fire management at the State, Regional, Landscape and Municipal level. It accords with the direction set through related plans and policies listed below and indicated in figure 3, applying and adapting relevant elements at a District scale. It will contribute towards achieving the broader aims and objectives of these related documents. Key guidance or support applied to this plan includes:

- **Safer Together** – (Department of Environment Land Water and Planning 2016). This Victorian Government Policy seeks to ensure that fire and land management agencies partner with locals to find the most effective mix of actions to reduce bushfire risks and impacts for communities across private and public land in the highest risk areas.
- **Barwon South West Regional Strategic Fire Management Plan 2016** (Barwon South West Regional Fire Sub Committee 2016) states that its primary aim is to protect human life from the risk of fire (p3), and identifies a further aim to continue to develop greater community led planning and community resilience.
- **Barwon Otway Strategic Bushfire Management Plan 2015** (Department of Environment and Primary Industries 2014) explains the risk-based, public land fuel management strategy DELWP will use to minimise the impact of major bushfires on people, property, infrastructure and economic activity, while maintaining and improving the resilience of natural ecosystems. Working with communities and stakeholders to understand what they want to protect is a feature of this plan.
- **State Bushfire Plan 2014** (Emergency Management Victoria 2014) states that the objective of all bushfire management activities in Victoria is to reduce the impact and consequences of bushfire on human life, communities, essential and community infrastructure, the economy and the environment.
- **Victorian Emergency Management Reform White Paper 2012** (State Government of Victoria 2012) gives priority to building community resilience and community safety.
- **Emergency Management Manual Victoria** guides the preparation of municipal fire management plans.
- **Municipal Emergency Management Plans** of the three Shires.
- Former **Municipal Fire Management Plans** of the three Shires have been reviewed and valuable actions which are either incomplete or ongoing in nature have been carried over to the new plan.

The planning model takes a tiered approach; the strategic plan provides higher order objectives and strategic directions, and this is coupled with a suite of subsidiary plans that get to the detail of township risk, risk mitigation and community bushfire resilience.

Subsidiary plans

This strategic plan gives direction for the future development of subsidiary plans, such as township bushfire safety/resilience plans for high risk communities which are a critical component of the overall planning framework. These local plans seek to foster greater community involvement and ownership, acknowledging that the building of trust and partnerships through the process of developing a plan can be more valuable than the produced plan. Community based bushfire planning at the township and settlement scale involves agencies and specialists work in partnership with communities to identify *what*

is important to protect and *how* community values will be protected. This approach takes fire management planning to a new level. It emphasises the need to both plan and work together, and empowers communities to make informed decisions on bushfire risk. It is community based planning at the township and settlement scale that can achieve the greatest bushfire risk reduction and community benefit.

Figure 3 outlines the planning model and its relationship with other plans – current and future.

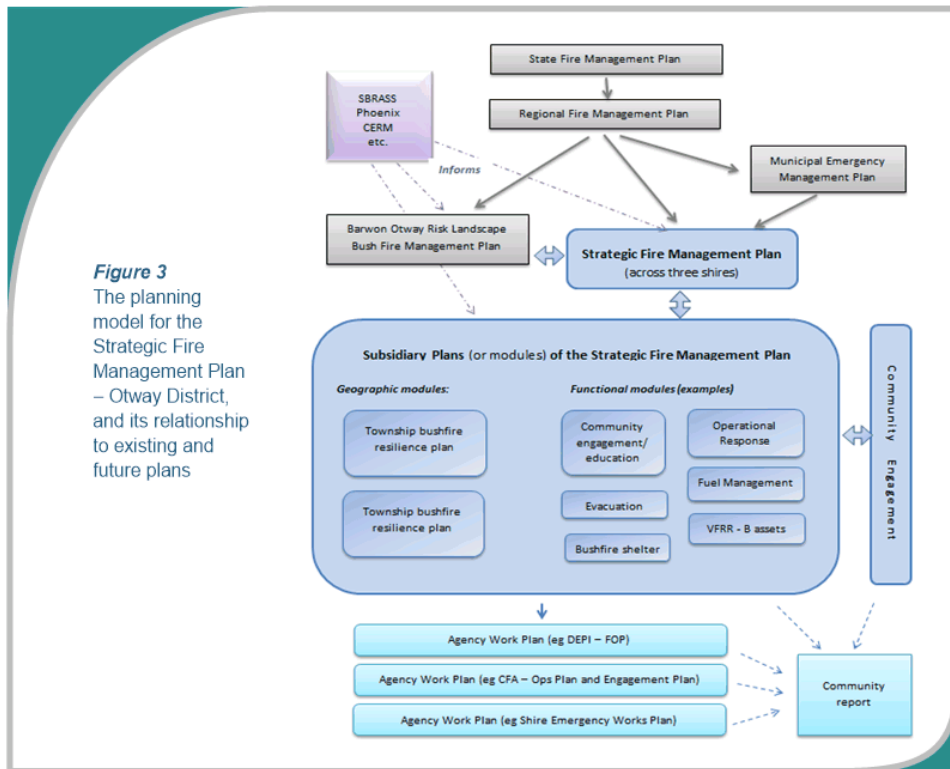


Figure 3
 The planning model for the Strategic Fire Management Plan – Otway District, and its relationship to existing and future plans

Special relationship with the Barwon Otway Strategic bushfire management plan

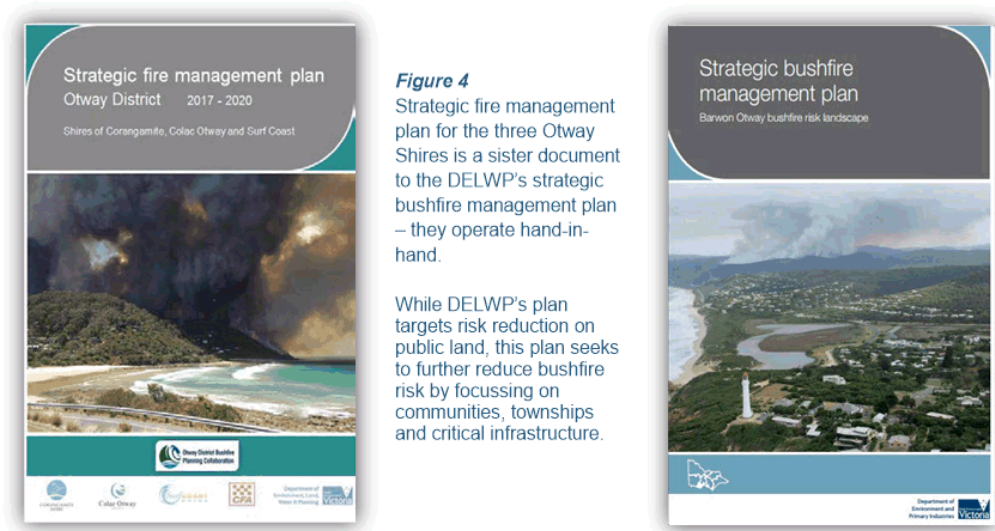
In 2014, the Department of Environment and Primary Industries (now the Department of Environment, Land, Water and Planning (DELWP)) released the Barwon Otway bushfire risk landscape Strategic bushfire management plan which primarily outlines the fuel management strategy DELWP delivers on public land to minimise the impact of major bushfires on people, then environment, property and economic activity (Department of Environment and Primary Industries 2014). In that plan, the DELWP has assessed that fuel management undertaken on public land has brought the overall bushfire risk to Otway towns down from a notional 100% to about 65% - this remaining risk is termed the residual risk.

The Otway District Strategic Fire Management Plan is a sister plan to the Barwon Otway plan, but with a smaller footprint⁵. It primarily focuses on reducing the residual risk through targeting works in townships and at the wildfire interface, protecting critical assets and working with communities.

⁵ DELWPs Barwon Otway strategic bushfire management plan includes the local government areas of the City of Greater Geelong and the Borough of Queenscliff

Working with communities, this Plan considers risk reduction on private and municipal land, in the context of that done on public land. In this way it can be considered a mirror image of DELWP's plan. Ultimately, it is envisaged that future revisions of each plan could combine them into one.

Risk analysis within both plans draws heavily on the intensive bushfire modelling work undertaken by DELWP across the Barwon-Otway risk landscape. Using Phoenix⁶ Rapidfire bushfire simulation software, some 10,000 simulated fires were modelled across the landscape and the data analysed to inform the township risk rating within this plan. More detail on the risk analysis is provided in the section on the [risk based planning approach](#).



Relationship with statutory planning - planning overlays that consider fire

Councils have mapped Bushfire Prone areas throughout each Shire and have updated the Planning Schemes to include Bushfire Management Overlays. These maps can be found at <http://services.land.vic.gov.au/landchannel/jsp/map/PlanningMapsIntro.jsp>

Other planning overlays apply to various parts of the State that may influence fire management. The overlays and their conditions apply to all authorities and organisations and it is advisable that fire suppression agencies assist their members to become familiar with those that influence fire suppression management in the Otway District. For the information of Incident Controllers or Incident Management teams these overlays and the conditions that they may apply can be found on the Department of Environment Land, Water and Planning website at:

<http://planningschemes.dpcd.vic.gov.au/schemes/corangamite>

<http://planningschemes.dpcd.vic.gov.au/schemes/colacotway>

<http://planningschemes.dpcd.vic.gov.au/schemes/surfcoast>

⁶ Phoenix RapidFire is a sophisticated bushfire simulation tool developed by Melbourne University, DELWP and the Bushfire CRC and used to model bushfire risk in Victoria. Phoenix uses information about weather, topography, vegetation and fire history to simulate (and predict) the spread and impact of bushfires. It helps us to understand bushfire behaviour – including flame height, ember density, spotting distance, convection column strength and intensity. - See more at: <http://www.delwp.vic.gov.au/safer-together/science-and-technology#sthash.7YIRliIR.dpuf>

Governance and approval process

The MFMP Committees of Corangamite, Colac Otway and Surf Coast Shires established one multi-agency and multi-shire Steering Group to guide the development of the Plan, and the Steering Group reported back to the MFMP Committees. The project governance and approval model for this plan is shown in Figure 5.

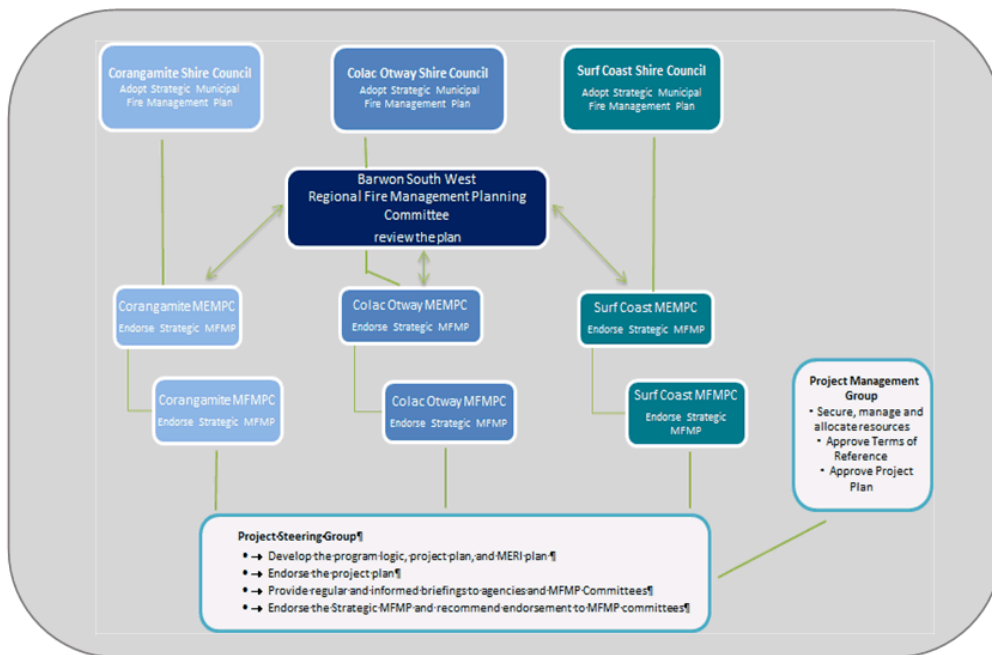


Figure 5 Governance and approval model for the development of the Strategic Fire Management Plan

Approvals

The Plan has been endorsed by the plan Steering Group, the three multiagency Municipal Fire Management Planning Committees and the Municipal Emergency Management Planning Committees of each of the three Shires. The plan has also been reviewed by the Barwon-South West Regional Fire Management Committee and has been adopted by each of the three Councils.

Engagement process

Engagement for the development of this plan has been undertaken primarily through the Project Steering Group, and the Municipal Fire Management Planning Committees of the Surf Coast Shire, Colac Otway Shire and Corangamite Shire. The Steering group is comprised of representatives of the following organisations:

- Department of Environment, Land, Water and Planning
- Country Fire Authority – Districts 6 and 7

- Victoria Police
- VicRoads
- Department of Health and Human Services
- Parks Victoria
- Corangamite Shire
- Colac Otway Shire
- Surf Coast Shire

The Municipal Fire Management Committees for each Shire are responsible for the development and implementation of this plan, and have been engaged throughout the process from the model concept, the project plan preparation and approval, and the drafting and development of this plan.

Extensive community engagement at the township level will be undertaken in the preparation of the township bushfire safety/resilience plans, which are subsidiary plans to this. Township plans will adopt the principles of community based planning and as such will maximise community empowerment in determining what communities want to protect and how community values will be protected.

The engagement associated with this plan has been focused on agencies participating in the MFMPC. Community engagement will more meaningful at the township level and a comprehensive engagement program will occur in the future preparation of township plans.

A draft of this plan is available for comment on the website of each Council:

- Corangamite Shire - <http://www.corangamite.vic.gov.au/index.php/emergency>
- Colac Otway Shire - <http://www.colacotway.vic.gov.au/My-property/Fire-and-emergencies>
- Surf Coast Shire - http://www.surfcoast.vic.gov.au/My_Community/Emergencies_and_Safety

Objectives of this plan

The aim and objectives of this plan must be read in conjunction with the plan purpose and aim.

Plan Purpose: enhance the integration, coordination and effectiveness of fire risk reduction and community fire safety activities across the three shires and across all fire management agencies, groups and communities.

Plan Aim: reduce the risk to life and community values from the threat of fire, and facilitate the development of resilient and fire adapted communities which have an increased capacity to recover from fire.

As with all plan development work, some plan objectives can be partly achieved through the process of developing the plan (particularly those which focus on collaboration), but many objectives can only be achieved through plan implementation. In the case of this strategic plan, some objectives can only be fully met through the development and implementation of the identified subsidiary plans as described in the plan [strategic directions](#).

The objectives of this plan seek to protect that which is recognised as important in the context of fire risk. Successful delivery of the strategic directions and actions of this plan will achieve these objectives.

The 11 objectives of this plan are grouped under four themes, acknowledging that many objectives relate to more than one theme:

- safer communities,
- enhanced protection of assets,
- better sharing of knowledge, responsibilities and resources
- impacted communities recover and thrive.

In delivering these objectives this plan recognises that it is starting from a well-developed base; agencies and communities have already progressed many of these objectives, and this plan is about supporting, continuing and enhancing that work as well providing some new directions.

Safer communities

1. Reduce the residual risk to life and communities from the threat of fire in the Otway district landscape through a focus on risk in townships and settlements, at the wildfire interface, and for important community assets, road corridors, critical infrastructure and the regional economy. In undertaking this task:
 - a. priority will be given to identified high bushfire risk communities and vulnerable people in each Shire,
 - b. communities will help identify the values and assets which are important to protect,
 - c. informed community appetite for risk and risk mitigation measures will drive the approach,
 - d. a shared responsibility model will be applied.

2. Assist communities to better understand their bushfire risk, including the nature of that risk and available mitigation options, so they can make informed decisions about their response.
3. Facilitate the development of bushfire resilient communities and fire adapted townships – which are both less impacted by fire and have better capacity to recover.

Enhanced protection of assets

4. Ensure priority is given to the protection of designated critical assets and assets and values identified by communities as important to protect.
5. Contribute to reducing impacts of bushfire on the regional economy, including regional tourism and the Great Ocean Road, and agricultural and manufacturing enterprises and assets.
6. In undertaking bushfire works including planning, fire preparedness, response and recovery activities, be cognisant of and avoid or minimise impacts on cultural values, high value environmental assets and ecosystem resilience and functioning.

Better sharing of knowledge, responsibilities and resources

7. Strengthen and build the partnership approach between agencies and with communities so that agencies and communities are working together and are better connected.
8. Build community and agency capacity to reduce risk, increase resilience and recover from impacts.
9. Learn from each fire event, increase our fire knowledge and improve pathways for that knowledge to inform community and agency decisions and actions for fire management (reduce the gap in knowledge and its application).
10. Ensure resources are targeted to the range of actions that deliver the most effective results in reducing risk and facilitating the development of resilient and bushfire adapted communities (or simply, in achieving the aim and objectives of this plan).

Impacted communities recover and thrive

11. Support and enhance existing recovery planning and processes and strengthen linkages between fire management and fire recovery.

About the planning area

Overview

For the purposes of this plan, the combined area of the Shires of Corangamite, Colac – Otway and Surf Coast shires is known as the Otway District. Located in the south west of Victoria, the District occupies a footprint of over 9,400 square kilometres, with Corangamite Shire accounting for 4,400, Colac–Otway Shire 3,400 and Surf Coast Shire 1,560, and this constitutes the footprint of this plan. Together, the three shires have a population of some 62,541 people.

Figure 6
 The Otway District
 planning footprint



Table 1 Land area and population of each Shire in 2016

Shire	land area	population
Corangamite	4,407 sq km	15,671
Colac Otway	3,433 sq km	21,000
Surf Coast	1,569 sq km	25,870

Landscape

The Otway District encompasses a rich tapestry of natural and cultural values which are the backbone of a vibrant regional lifestyle and economy. From the extensive fertile grasslands of the volcanic plains and the unique Stony Rises, to the forests, woodlands and heathlands of the Otway ranges and the iconic coastline, there is outstanding natural diversity and wealth. For thousands of generations Aboriginal people have occupied the area creating this cultural landscape, often shaping the landscape through the use of fire.

Significant features of the District include:

- The iconic coastline from Torquay to Peterborough with its sandy beaches, rocky headlands, estuaries and bays, and the internationally renowned cliffs and stacks of the 12 Apostles.
- Internationally and locally significant Indigenous cultural values; including landscapes, places, artefacts and songlines, extending back some 60,000 years and through to the present day.
- The tourism icon of the Great Ocean Road and the coastal holiday towns from Torquay to Port Campbell including Aireys Inlet, Lorne, Wye River, Apollo Bay and Cape Otway
- Productive agricultural land supporting forestry, cropping, grazing, dairy and niche agriculture.
- National Parks including the Great Otway National Park and Port Campbell National Park, protecting landscapes, cultural values and important native species and communities of plants and animals, while providing visitors and locals with valuable nature based recreation experiences.
- Waterways and estuaries, including internationally significant wetlands and valuable rivers and streams.
- The nationally significant Victorian Volcanic Plains – expansive volcanic plains, scoria cones and ephemeral wetlands supporting important and threatened grassland communities, and providing productive agricultural land.
- Lake Corangamite – the largest natural lake in Victoria.
- The impressive Otway Range – with its rivers, gorges and waterfalls and extensive remnant forests, interspersed with picturesque townships and settlements.



Figure 7
Cliffs and sea stacks of
the Port Campbell
coastline

(photo:
<http://visit12apostles.com.au>)

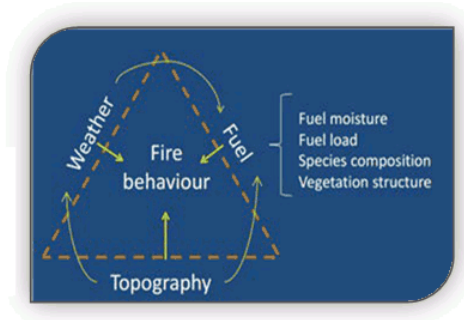
Environment

Environmental factors have a substantial influence on bushfire behaviour, which, in turn influences the bushfire risk; these are:

- **Vegetation** (fire fuel) – amount, type and availability to burn – including fuel flammability (ignitability, combustibility and sustainability), moisture content, structure, arrangement, height and connectivity,
- **Topography** – elevation, aspect, slope, terrain ruggedness and influences on aridity,
- **Climate and weather** - including temperature, relative humidity, wind speed and direction and atmospheric instability, along with underlying conditions (such as long term dryness) and the timing of weather events such as wind changes.

The nature of these factors and how they interact place a significant proportion of the Otway District in an extreme risk category for bushfire.

Figure 8
The bushfire behaviour triangle



Vegetation

The District is home to spectacular and high value native forests, woodlands, heathlands and grasslands. Large areas of the District support agricultural and horticultural enterprises including grazing, cropping and forestry.

Forested vegetation extends across some 25 percent of the District, commonly in large tracts on and around the Otway ranges and foothills, extending from Bellbrae in the east to Port Campbell in the west. Heathlands are scattered through foothills of the ranges and in patches along the coast, and notably in the dryer environment around Anglesea and the wetter area around Carlisle River.



Figure 9
Wet forests of the
Otway Ranges
(photo:
Parks Victoria)

Dry eucalypt forests and woodlands are generally found at the foothills of the range and interspersed between heathland areas. The District also contains numerous plantations, consisting mainly of introduced pine and blue gum, which are generally located in wetter environments. Wet eucalypt forests, through to rainforests are generally found along the central part of the main ridge through the Otways, and in associated gullies and south facing slopes. Patches of forested areas also occur away from the main association and some of these will have a bearing on fire risk for some settlements.

Extensive grasslands and cropping land dominate in the north and west, and the south west is home to one of the State's most productive dairying areas – the Heytesbury, established through clearing of forest under a former soldier settlement scheme. Grasslands including native, grazing and cropping lands make up about 70% of the district and for the majority of its range is located north of the forested lands.

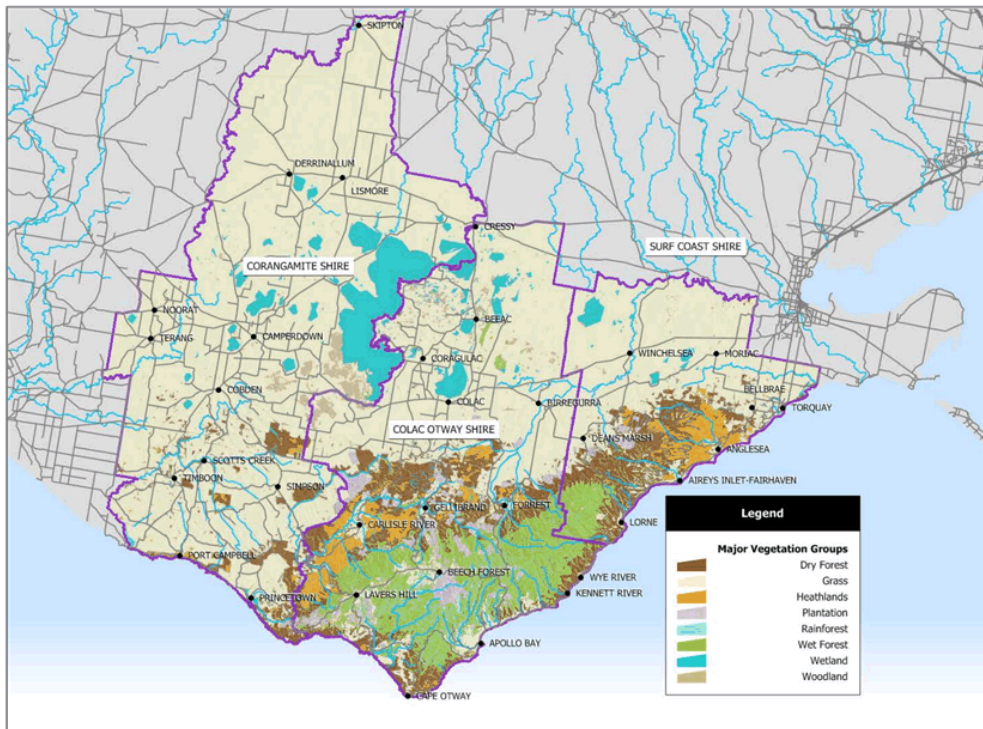


Figure 10 Major vegetation groups of the Otway District

Distinctive bushfire risk profiles are associated with the different vegetation types across the District. From the dry heathlands in the east, to the woodlands and wet forests of the central and western Otway ranges, and to the extensive grasslands beyond - the three Shires share a number of similar environmental features. This in turn, presents corresponding similarities in the bushfire risk profiles. Notably, this part of Victoria is considered amongst the highest bushfire risk areas in Australia and internationally (Bradstock 2010).

Topography

The ranges, rising to a height of near 600 metres at Mount Sabine, predominantly have distinct north and south facing aspects, which are dissected by numerous ridges and gullies. The main ridge of the range becomes less distinct in its northwest and westerly extent where the land is characterised by undulating country, where the landform is characterised by broad areas of basalt plains that are occasionally dissected by low valleys and interspersed with extinct volcanoes. These fertile volcanic plains support high value native grasslands, and large areas have been modified and developed into productive grazing and cropping land.

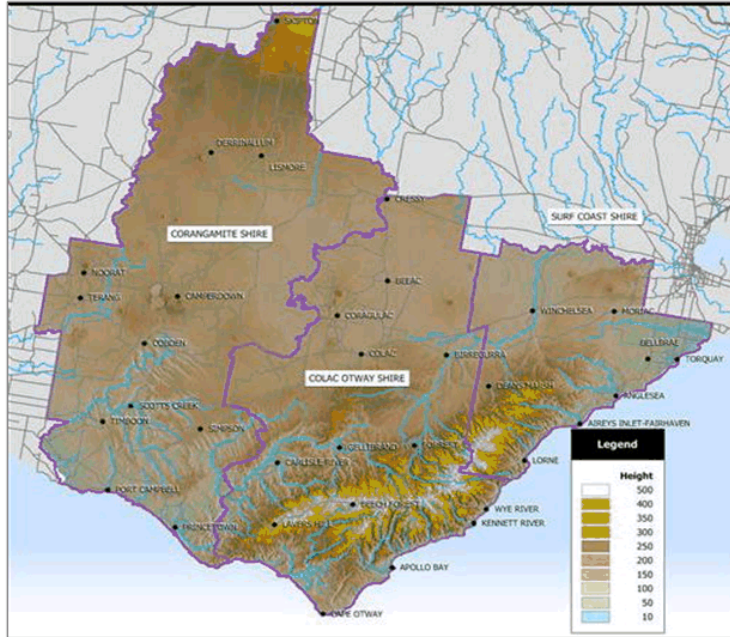


Figure 11
Elevation within
the Otway District
– height (m)
above sea level

District elevation
highlighting the
distinctive Otway
Range and
foothills, and
showing the
volcanic plains.

Terrain has a significant influence on bushfire behaviour and risk. Not only does it influence the type of vegetation occurring and its moisture content, terrain ruggedness can provide extra energy for a bushfire, and long uphill fire runs can be associated with increased fire spread and intensity, along with the potential for unusual fire behaviour and ember storms.

Figure 12
Stony Rises



Rainfall

Rainfall of the district shows similar variation to the topography. The area of highest rainfall receives approximately 2,000mm annually, and this occurs in the highest parts of the range near Lavers Hill. The annual average rainfall then drops away to the north and east of the ranges and reduces to below 500mm in some areas. As you move west from the main part of the range into the undulating country the rainfall remains relatively high in the 800 – 1000 mm range.

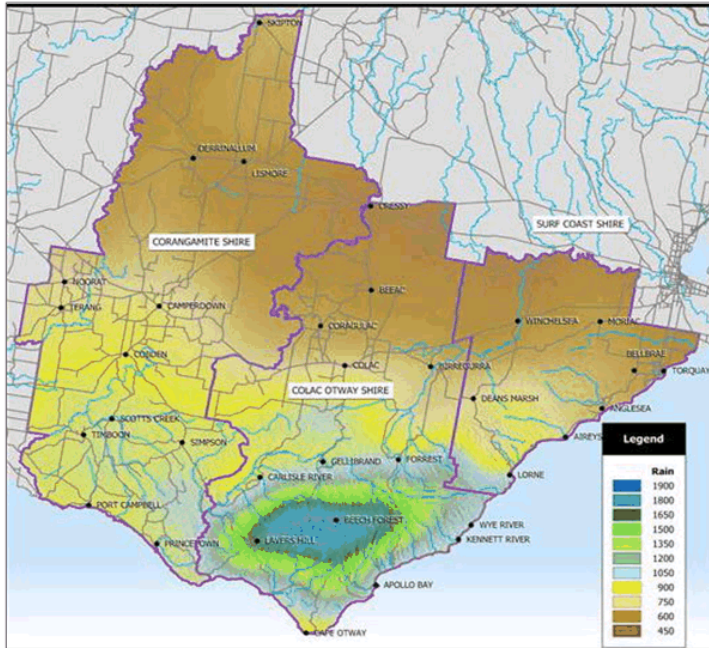


Figure 13
 Annual rainfall
 (mm)

Environmental influences on fire behaviour and risk

It is this complex make up of vegetation, terrain and weather that plays a major part in defining the fire risk in the Otway District. An understanding of these factors contributes to defining the risk environment across the landscape and for each settlement or towns and also plays an important role in determining which management strategies will be most valuable.

Figure 14 Wye River- Jamieson Track fire suppression

photo
 Andrew Hack



People and demographics

In understanding fire risk and determining the best range of actions to reduce that risk, it is important to understand relevant aspects of the people of the District. There are a number of human factors that can both increase and decrease fire risk. In this section, we look at those elements that have a bearing on bushfire risk.

Population

The population of the region is forecast to grow from around 65,000 in 2015 to 84,000 in 2036; nearly 20,000 more permanent residents.

Table 2 Population across the District in 2016 and forecast to 2036

Population						
	Population Density (persons per hectare)	Census 2011 Population	Population 2015 *	2026	2036	Total change
Surf Coast Shire	0.17	25,874	28,941	36,381	43,763	+17,088
Colac Otway Shire	0.06	20,343	20,255	22,280	23,725	+2,918
Corangamite Shire	0.04	16,370	15,671	16,485	16,594	+68
3 Shires		62,587	64,867	75,146	84,082	
Victoria						

Source: .id Consulting Profile, based on ABS Census 2011 * Australian Bureau of Statistics Cat. 3128

Dwellings and households

Around one third of all dwellings in the region are not permanently occupied; in Surf Coast shire this is 42%. Additional bushfire risk is associated with this pattern of residency. Part time residents of the District may find it difficult to access to the education and engagement programs offered by agencies and councils to help people understand reduce their risk. Further, the work required to maintain properties at an optimal bush risk standard can be more challenging if people visit infrequently.

Table 3 Comparison of the number of dwellings and households across the three shires, where households are those with permanent residents.

Dwellings and households					
	Dwellings	Households	Average household size	Unoccupied dwellings	
				No.	% of all dwellings
Surf Coast Shire	16,671	9,632	2.6	7,000	42.0
Colac Otway Shire	11,320	8,179	2.4	3,092	27.3
Corangamite Shire	7,674	6,401	2.4	1,224	16.0
3 Shires	35,665	24,212		11,316	31.7
Victoria			2.6		10.8

Source: .id Consulting Profile, based on ABS Census 2011

Visitation and part time populations

Part time populations are significant in the district including holiday home residents, seasonal visitors, event populations and day trippers. During peak visitation periods, the overnight population of Surf Coast Shire is estimated to increase to over 85,000 and Colac Otway Shire to around 48,600. This does not include day trippers to the area. Some coastal towns experience an 8 fold increase or more in numbers over the holiday season, which also coincides with the fire danger period – for example, Aireys Inlet and Wye River.

This large seasonal population increase can result in significant challenges for emergency management. Township facilities, including roads, can be over-capacity, and in the event of a fire, any evacuation is likely to involve very larger numbers of people on a very limited road network, which could easily become blocked. While some regular visitors to the district may have a good understanding of bushfire risk with effective plans in place to reduce that risk, most will not.

Table 4 Peak overnight population for Surf Coast, Colac Otway and Corangamite Shires, 2013/14

Area	Permanent Population 2013	Population Holiday Homes	Population Caravan Parks, Cabins & Camping Sites	Population Hotels, Motels, Apartments, Units & B&Bs	Peak Overnight Population	Permanent to peak multiplier
Total Surf Coast Shire	27,920	39,989	14,065	3,435	85,409	3.1
Total Colac Otway Shire	20,452	17,420	8,730	1,960	48,562	2.4
Corangamite Shire	15,971	13,061	4,543	10,789	44,365	2.7

Source: Economic Indicators Bulletin, City of Greater Geelong, 2013 prepared for G21 Councils (Surf Coast and Colac Otway shires), and Corangamite Shire

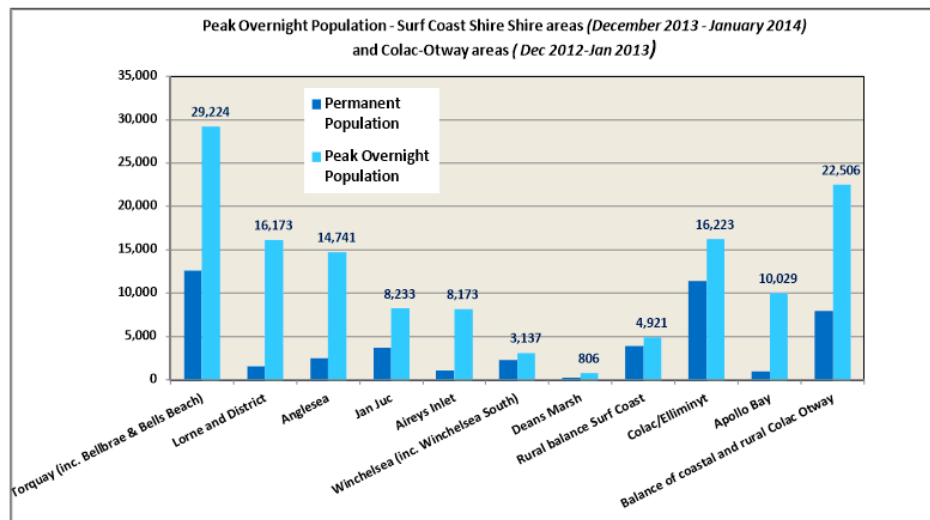


Figure 15 Peak overnight population for selected towns in the Surf Coast and Colac Otway Shires

Demographics of fire risk of susceptible populations

It is well recognised that dealing with an emergency such a as a bushfire is very demanding, and when people in this situation, need to provide support to others, the success of dealing with the emergency can be significantly compromised. Young people, some older people and people with disabilities require extra support during an emergency. Disadvantaged people may also be at greater risk.

here are around 11,000 people aged 65 years and over living in the region currently and this number will nearly double by 2036. There are also more the 3,000 households with children under 15 years of age.

Table 5 Summary of age characteristics for the three shires

Age characteristics										
	Median Age	Population 65 years and over, 2011		Population 65 years and over, 2036		Children under 15 years		Households with young children (under 15 years)		
		No.	%	No.	%	No.	%	No.	%	
Surf Coast Shire	40	3,760	14	10,049	23	5,535	21.4	1,970	20.5	
Colac Otway Shire	42	3,853	19	5,776	24	3,855	19.0	1,160	14.2	
Corangamite Shire	43	3,147	19	4,752	29	3,409	20.8	990	15.5	
3 Shires		10,760		20,577		12,799		3,130		
Victoria	37		14				18.7		16.8	

Source: .id Consulting Profile, based on ABS Census 2011

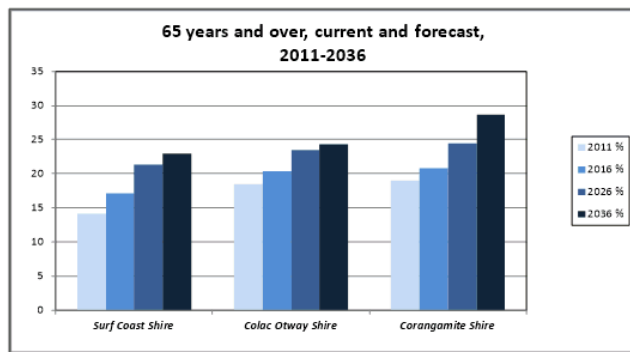


Figure 16 The increase in the number of people over 65 years forecast to 2036

Current and forecast age structure for the Otway District shires, 2011-2036

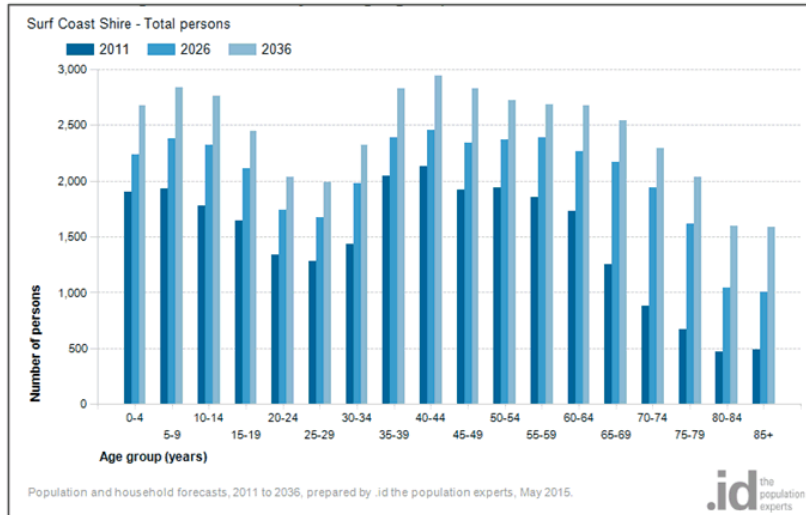


Figure 17 Surf Coast Shire forecast age structure – 5 year age groups

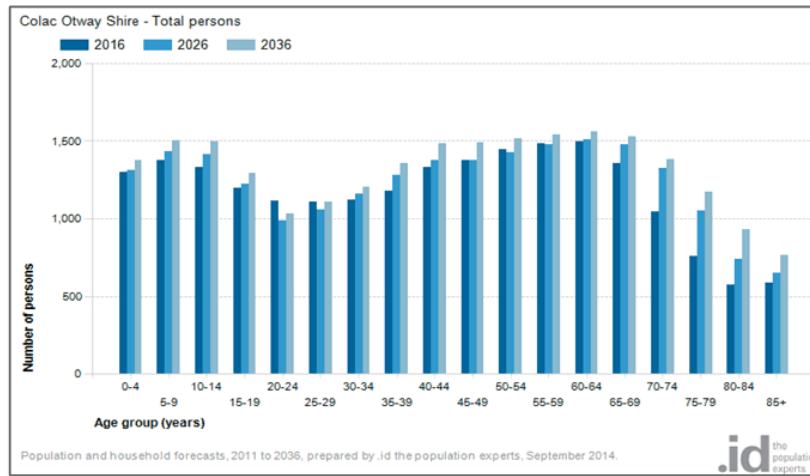


Figure 18 Colac Otway Shire forecast age structure - 5 year groups

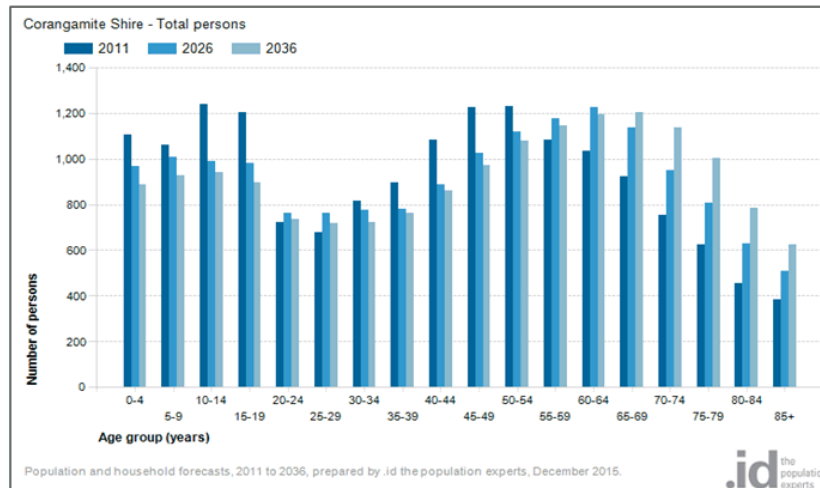


Figure 19 Corangamite Shire forecast age structure – 5 year age groups

Table 6 Disadvantage and need for assistance characteristics across the three shires

Key characteristics	Need for assistance		SEIFA index of disadvantage	Households with no internet connection		Households with no car		No qualification	
	No.	%	No.	No.	% of all hd	No.	%	No.	%
			No.						
Surf Coast Shire	869	3.4	1067	1,419	14.7	296	3.1	7,430	36.5
Colac Otway Shire	1225	6.0	965	2,382	29.1	525	6.4	8,494	51.5
Corangamite Shire	900	5.5	986	1,923	30.0	319	5.0	7,035	54.2
3 Shires	2994			5,724		1140	4.7	22,959	46.1
Victoria			1010		19.1		8.3		43.9

Source: .id Consulting Profile, based on ABS Census 2011

Vulnerable people

The Department of Health and Human Services (DHHS) is the designated lead agency to improve the safety of vulnerable people in emergencies by supporting emergency planning and preparedness (State of Victoria 2015). The DHHS Vulnerable people in emergencies policy (State of Victoria 2015) encourages personal and community emergency planning for vulnerable people because they are likely to require more time or assistance to respond safely to emergencies. The policy defines a vulnerable person as “someone living in the community who is frail, and/or physically or cognitively impaired; and unable to comprehend warnings and directions and/or respond in an emergency situation” (State of Victoria 2015).

The policy prescribes that where there is recognised bushfire risk, specific bushfire planning should be undertaken in addition to basic personal emergency planning, and that funded agencies have a responsibility to support vulnerable people to undertake this planning. Other agencies and groups also support vulnerable people. For example the Red Cross has developed a range of resources to assist emergency preparation, including materials targeting seniors and people with a disability - <http://www.redcross.org.au/emergency-resources.aspx>.

Councils have a further role to maintain a register of vulnerable people and to maintain a list of local facilities where vulnerable people are likely to be situated, (State of Victoria 2015). The Municipal Emergency Management Plan of each Council contains further information on support to vulnerable people in each shire.

Susceptible people

In addition to people who are recognised as vulnerable and possibly included on the vulnerable people register, this District also has a large number of people who are more susceptible to bushfire risk. These include tourists and visitors, older and younger people, people from non English-speaking backgrounds and those that are disadvantaged. The scale of susceptible people is described in the earlier sections on demographics, and it is considerable. The risk analysis undertaken for this plan incorporates an assessment of susceptibility for each locality. The objectives, directions and actions acknowledge this challenge and provide specific approaches to reduce risk for susceptible people and for facilities that support susceptible people.

Figure 20 Lorne Beach
December 2015
– view of the convection
column of the Wye River-
Jamison Creek bushfire

Of note, many beach-goers
do not appear to be
responding to the
approaching fire threat.

Image by Sal Buchanan,
Permission pending



Case Study – Fairhaven; changing demographics, changing bushfire risk

This case study examines the implications of township and demographic changes on bushfire risk

We often look to the past to give us an understanding of what may happen in the future, and this approach has been used to explore some aspects of bushfire risk for coastal communities of the surf coast.

In 1983, the Ash Wednesday bushfires destroyed some 700 houses between Lorne and Anglesea. While it is possible that a similar fire could again impact these coastal towns, it is useful to understand that the towns have changed since 1983 and there is potential for bushfire impact to be considerably greater.

In this case study we look at the settlement of Fairhaven and how changed demographics and town planning have altered the risk profile. While Fairhaven has been selected in this instance, several towns along the surf coast have experienced similar changes and parallels can be drawn.

Key bushfire risk factors explored in this example include:

- number and density of houses,
- distance of houses to the bush, and
- proximity of houses to each other.

Overall increase in the number of houses

At the time of the Ash Wednesday fires, there were some 200 houses in Fairhaven, and by 2016 this number increased to over 500. Figure 21 shows this increase in the number and density of houses in Fairhaven.

The extra risk associated with having more houses, a higher population, and the potential for increased house loss is self-evident. However two other factors play an important role in bushfire and house loss in this town.



Figure 21 Dwellings in Fairhaven following Ash Wednesday fire
Red dots indicate houses that were burnt during the Ash Wednesday fire of 1983 and yellow dots indicate houses that remained intact. Blue dots represent houses that have been built since 1983, which are in addition to the houses re-built on the red-dot sites.

Distance between houses and the bush

The distance from a house to the bush is a key bushfire risk factor. Using the house loss ratios experienced in Fairhaven from the 1983 fire as they relate to the distance of a house to the bush, a theoretical house loss potential was developed for current house locations. This helps us consider the bushfire risk implications of an increased number of houses in close proximity to the bush.

Figure 21 and figure 22 (over page) show the change since 1983 in the number of houses in Fairhaven located in close proximity to the bush. Figure 2 compares the number of houses lost in Ash Wednesday to the potential for house loss today under a similar fire situation, assuming all other risk factors are equal with conditions that existed in the Ash Wednesday fire.

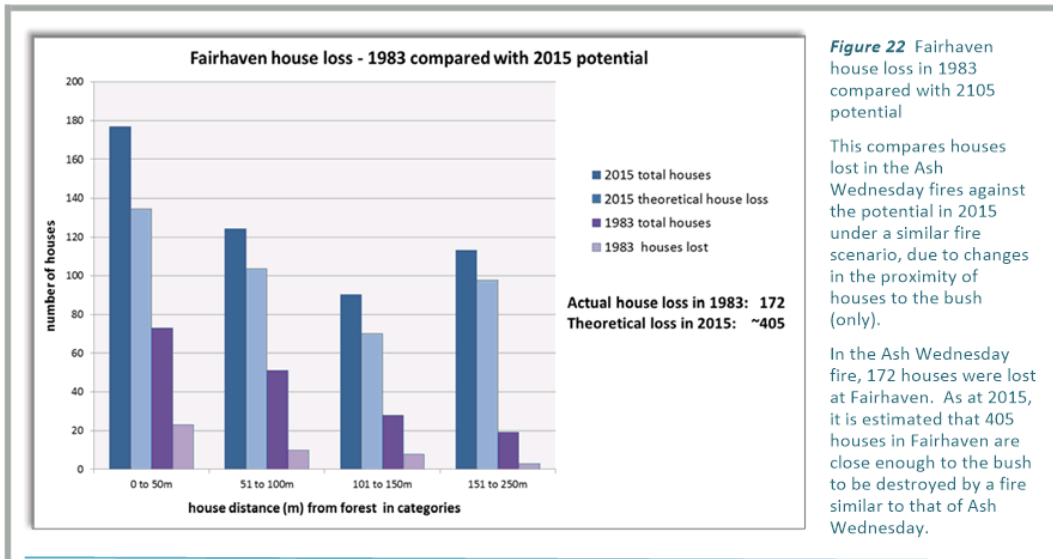


Figure 22 Fairhaven house loss in 1983 compared with 2105 potential

This compares houses lost in the Ash Wednesday fires against the potential in 2015 under a similar fire scenario, due to changes in the proximity of houses to the bush (only).

In the Ash Wednesday fire, 172 houses were lost at Fairhaven. As at 2015, it is estimated that 405 houses in Fairhaven are close enough to the bush to be destroyed by a fire similar to that of Ash Wednesday.

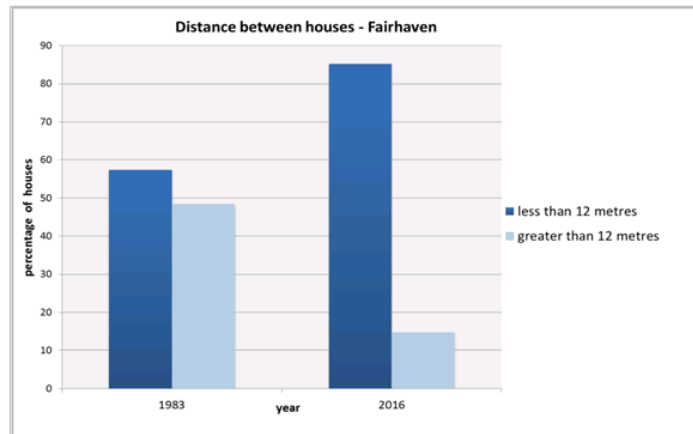
House to house ignition

Another key bushfire risk factor has changed considerably since 1983, and this could further increase house loss for towns like Fairhaven. House to house ignitions can occur when houses are located relatively close together. As experienced in the Wye River/ Separation Creek fire on Christmas day 2015, this can be a significant house loss factor.

Learnings from the Wye River/Separation Creek fire show that much of the house loss in these towns was

due to house to house ignitions – where one house became involved in the fire and the heat or flames from that house fire ignited a neighbouring house. Houses located closer than 12 metres have an increased chance of ignition from a neighbouring house (Leonard et al. 2016). Figure 3 compares the approximate distance between houses in Fairhaven in 1983 and in 2015, and we can see that many more houses are within 12 metres of each other – 57% in 1983 increasing to 85% in 2015.

Figure 23 Changes in the distance between houses (approximate) in Fairhaven, between 1983 and 2015



Implications

The pattern of increasing house numbers and density, along with locating houses close to the bush and to each other needs to be understood as a bushfire risk factor across towns of the Otway coast, as it has the potential to result in significantly greater house loss.

This is critical, as evidence collected about bushfire impacts in Australia over time show a strong correlation between house loss and life loss - generally for every 17 houses lost, one life is lost (Blanchi et al. 2012).

Bushfires in the Otway district

Bushfire history

Fire has had a long association with the Otway ranges and the surrounding plains, so much so that the majority of plant species now present have developed adaptations to survive fire, and in many cases rely on its occurrence for their ongoing survival. We know from the diary extracts of early sailors that smoke and fire in the area was commonly reported. "In March 1802, the French explorer Nicolas Baudin, sailing westwards along the Victorian coast from Wilson's Promontory, passing Cape Otway saw smoke in the distant inland and later saw fire burning on top of a rise on the shore" (Blainey 2013).

Figure 24
'Aborigines using fire to hunt kangaroos', Joseph Lycett, c1820. National Library of Australia



The role that Aboriginal people played in shaping the vegetation through the use of fire and the evolution of fire adapted plants takes this fire history back many thousands of years. What is difficult to define is, if or how, the type of fire has changed since indigenous people managed the landscape. Some speculate that although there was much fire in the landscape for thousands of years, the intensity of those fires may have been less than what we commonly see today. In part, this is likely to be due improved response efforts - as a community we have become very good at suppressing all but the large and intense fires, and as a result this is the type of fire we now commonly associate with the term bushfire. Another consideration is that a change in fire regime and intensity could have led to a change in vegetation structure and fuel availability, providing a positive feedback loop for the development of large uncontrollable fires.

It is likely that large uncontrollable fires were also a feature of the landscape before the European settlers arrived. The presence of Mountain Ash in the higher regions of the Otway ranges may tell a story. This species occurs in areas that are generally wetter and dry out less often than the surrounding foothills and plains, however, the species has developed a regeneration strategy that requires at least one episode of reasonably intense fire during a three to four hundred year time period; suggesting that that intense fires did extend into the less fire prone areas.

It is difficult to fully understand fire regimes and intensity of the past and how it may have changed over the millennia, however, it is worth considering when we consider the part fire will play in our communities in the future.

Whilst the recent fire history has at times been devastating to our modern way of life, there has been a distinct change in how fire is viewed and used in the last 200 years. Interestingly, indigenous people often view fire as a life-giver; an essential tool for their survival in this landscape. Conversely, later arrivals to this land tend to view fire through a lens of devastation and loss.

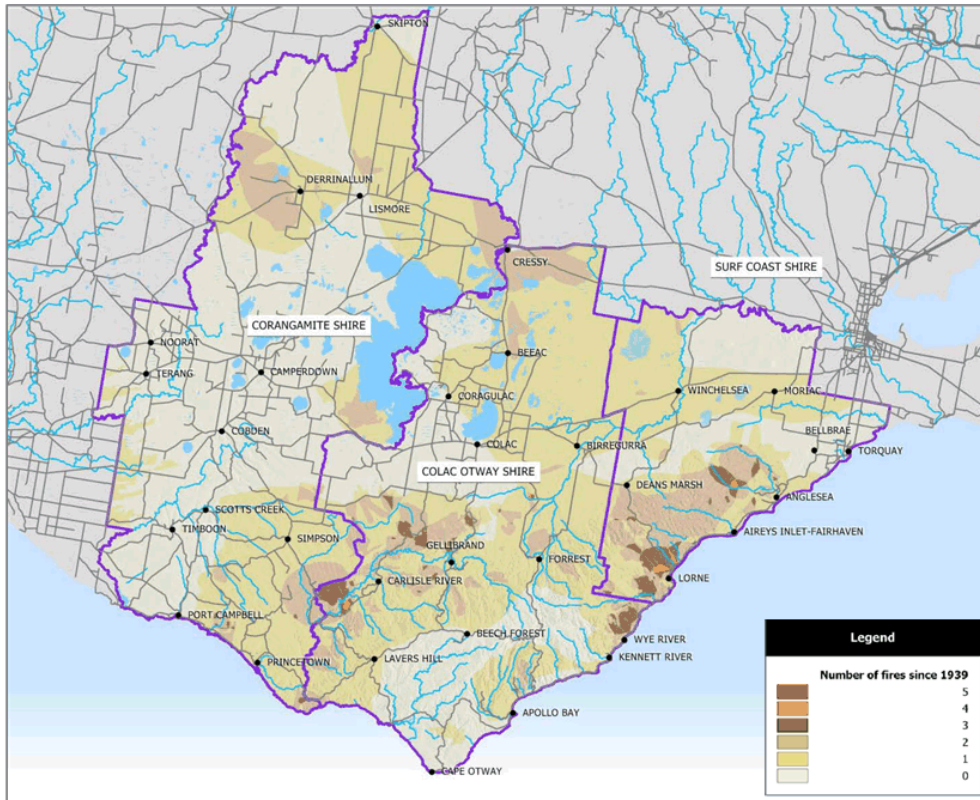


Figure 25 Wildfire history of the Otway District since 1939

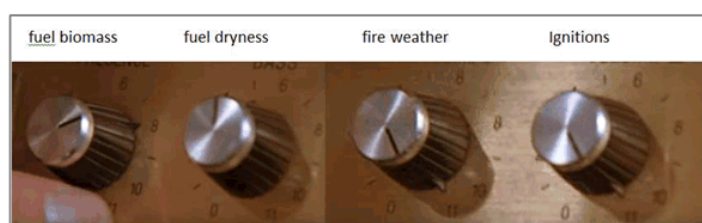
The map indicates that approximately half of the area of the District has experienced at least one wildfire in the past 77 years, and some areas have been impacted by five wildfires (note that our capacity to systematically map wildfire has evolved over time, becoming more thorough around 1990). As may be expected, the Otway ranges have generally experienced a higher frequency of wildfire, with the areas inland of Anglesea, Aireys Inlet and Lorne, and near Carlisle River having the highest wildfire frequency. Significant wildfires have also occurred in areas of grassland to the north of the ranges. This map does not include planned burns.

A full list of significant wildfires in the District since records began is included in Appendix B. The list shows us that over the past 166 years large fires have been reasonably common across the landscape. These fires have been in response to different bushfire drivers and in the section below we will investigate these drivers and explore how they may have changed over time. We will consider implications for the future, acknowledging that what we can learn from the past may only tell us part of the story about what is likely to occur in the future.

How fires behave

Understanding how bushfires behave and how that influences the risk profiles for localities within the District is an integral part of understanding risk, and more importantly for building and communicating effective risk mitigation measures. The factors described in this section are based on a model put forward in; *A biogeographic model of fire regimes in Australia: current and future implications* (Bradstock 2010), where the key hierarchical bushfire drivers are identified as fuel biomass, fuel moisture/dryness, fire weather and ignitions. These are described below for our biogeographic area, including how each plays a part in the underlying risk.

These components – *fuel biomass (amount), fuel dryness, fire weather, and ignition* - can be thought of as dials (or switches); as soon as the dial is above 0 for all components at the same time, a bushfire can occur. As each of the dials are turned up, the greater the contribution that component plays in the behaviour of the fire. If any one of the dials is turned off, a bushfire will not occur.



Fuel Biomass

To have any fire you need fuel, and for a bushfire, vegetation is commonly the fuel. This is the reason that fuel is at the head of the hierarchy. As discussed in the landscape section, there is a range of fuel types within the District, however at its most basic form the main fuel components are the grassland fuels which make up the majority of the planning area, and forest-type fuels covering about 25% of the District. Each community or asset is located in proximity to one or both of these broad fuel types, and the fuel type will underpin nature of the bushfire risk.

The greater the fuel load, and the more flammable the species, and the more favourable the structure of the fuel to burn - the further this fuel biomass dial is turned up and the greater its contribution to fire behaviour.

Factors associated with fuel biomass have some commonalities across the planning area; including:

- the majority of the fuel burns readily when available and
- the district has very large connected areas of both grassland and forest fuels, with the only major disruptions to this being the lake systems and the larger towns.
- many people in our communities live in close proximity to connected fuel and this is a major driver of the risk profile for each locality.

The grassland and forest fuel types also have attributes unique to each:

- different responses to climate result in different amounts of fuel present at any given time.
- fire intensity, rate of spread, and production of embers are all related to the fuel type.

The combination of these factors and the fuel load are important aspects in understanding risk and mitigation. The conclusion of this brief examination of fuel biomass is that this District has sufficient connected fuel to carry large, fast and intense fires across most of the District.

Fuel moisture

The next component to consider is the fuel moisture or dryness. Each fuel type (vegetation) has a different cycle of drying in response to the rainfall (long and short term), terrain and the structure of the vegetation. Drying cycles can be viewed at two levels and different fuels are susceptible in varying degrees to these influences. The first is the short term cycle based on the rainfall over recent periods, as this influences growing cycles and the moisture content of live vegetation and dead ground fuels. We have however, seen a number of devastating fires occur when not only short term drying of fuel occurs, but long term moisture deficits (consecutive dry years) are also in play leading to a drying of heavier forest fuels which then become more available to burn with the fire front. As the vegetation dries out the further this dial is turned up. Understanding when these drying cycles occur allows us to understand when fuel dryness/moisture component raises the potential bushfire risk.

Fire weather

When the elements of fuel biomass and fuel moisture together allow for conditions which could support a large scale damaging fire (ie are both above 0 on the dial), we then need to examine the next factor – fire weather. Bushfires can only exist in the presence of a weather stream that promotes intense fire and reduces our ability for suppression. In general terms, the aspects of weather that promote devastating fire include the temperature, humidity, wind strength and the atmospheric stability. The combination of these factors will define the potential of a fire. The [Fire Danger Rating](#) system, drawn from the Forest Fire Danger Index is a very useful way of understanding how weather influences fire risk.

Ignition

Finally, to have any fire there must be an ignition source. Analysis of ignitions in the district shows that they are widespread and generally are not a limiting factor to the development of devastating fire. That said, they are also an element for which fire mitigation strategies can be very important. Ignition control strategies currently employed by emergency services can be effective in reducing ignition probability.

Figure 26 below shows a relative probability of ignition model developed by DELWP and the Otway District Bushfire Planning Collaboration for the Otway District for the purpose of refining bushfire modelling. This approach was adopted following examination of previous work which found that anthropogenic ignitions (caused by humans) were correlated with population density (Gill and Williams 1996), and on the understanding that human ignitions account for some 95% of all ignitions in the District.

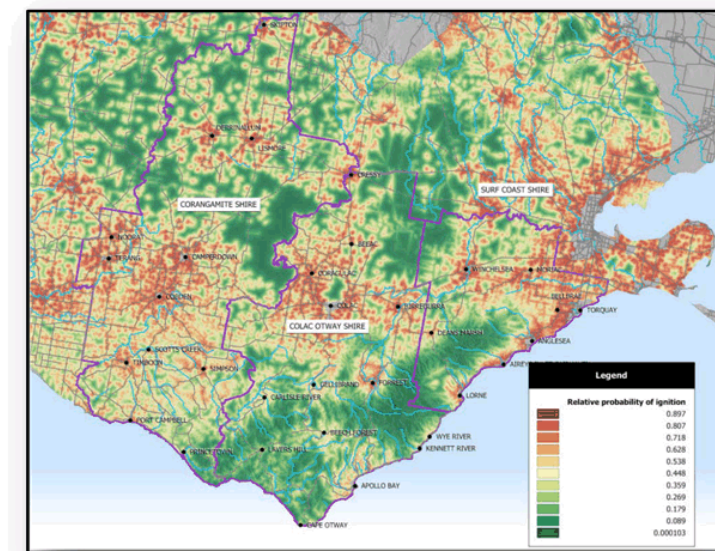


Figure 26 Relative probability of ignition

The model used a logistic regression function to spatially express ignition probability in association with population centres and different road classes. Historic ignitions selected for the modelling were based on ignitions that had the potential to become bushfires, independent of season.

The location of an ignition has an important role in the potential spread of a fire and its impact, and therefore the effect on communities. This is demonstrated through the use of modelled house loss emanating from different ignition points as shown in Figure 27 below.

Figure 27 maps the location of ignitions which result in fires that cause house loss. Red indicates areas of fire ignition which generate the greatest modelled house loss, through to white, which indicate the areas of lowest house loss. It is based on analysis of the 10,000 modelled Phoenix Rapidfire simulations using a fire weather steam similar to Black Saturday.

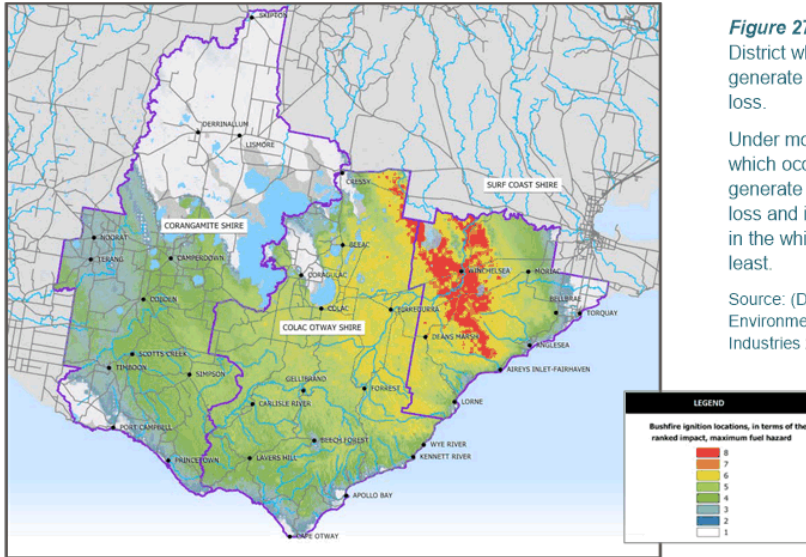


Figure 27 Locations in the District where fire ignitions generate modelled house loss.

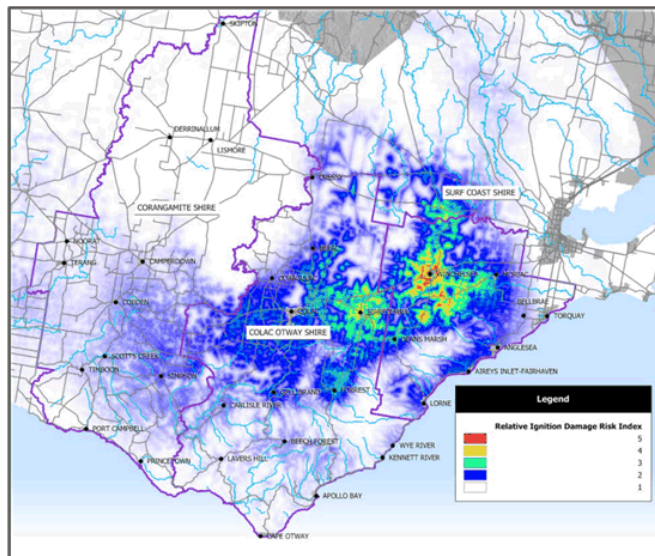
Under modelling, Ignitions which occur in the red areas generate the greatest house loss and ignitions occurring in the white generate the least.

Source: (Department of Environment and Primary Industries 2014)

Figure 28 below is a simple combination of the relative ignition probability (figure 27) and the potential damage (house loss) from an ignition location (figure 27). It serves to highlight areas in the District where both ignition probability is highest and potential house loss is highest showing us the higher risk areas for ignition.

Figure 28 Relative ignition damage risk index (house loss)

Note – the production of maps in this section is limited by the information available as inputs to modelling and by the modelling tool itself. They are based on the best info available at the time, acknowledging that accuracy will improve over time.



Case Study – Wye River and Separation Creek house loss learnings

This case study examines some aspects of house loss in Wye River and Separation Creek resulting from the 2015 Christmas day fire; it explores the importance of township and domestic fuels in the bushfire risk equation, and provides insights into how impacts from the recurrence of a similar fire could be reduced.

Understanding a township's individual characteristics and how they influence its bushfire risk profile is critical; it allows us all to determine the most effective ways of tackling risk to transition towns to being more fire adapted and resilient and in the face of future emergencies. The 2015 Christmas day bushfire that impacted the communities of Wye River and Separation Creek, as devastating as it was, allow us to examine the factors which contributed to the higher than expected house loss which occurred.

This case study, drawn from the house loss surveys and the report describing the house loss findings (Leonard 2016), looks at three of the key factors:

- township ground fuel,
- town steepness and,
- storage of household items.

Township ground fuel

Generally, we might expect a fire front to travel through bush and reach a town to cause damage by direct flame contact, radiant heat and ember attack. However in the case of the 2015 Separation Creek and Wye River fire this did not occur. Instead, embers generated from the main fire started a relatively small number of spot fires within the town which then developed and spread through the fine ground fuels of the town (mainly leaves, twigs and low vegetation).

These ground fires generally travelled against the prevailing wind, back towards the main fire under the influence of the slope and the pull of winds generated by the convection column of the main fire. Often only about 40cm high, the ground fires were then able to ignite susceptible heavier fuels such as houses and structures, and in turn, they were able to ignite close neighbouring houses and structures.

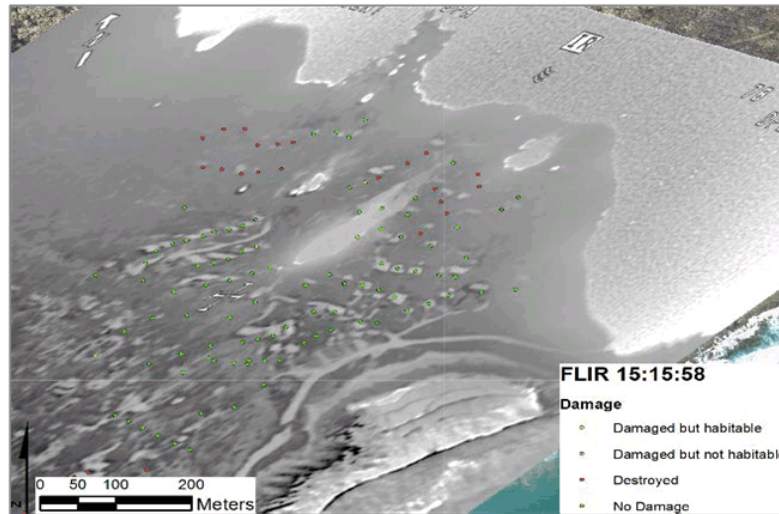


Figure 29 FLIR (forward looking infrared) image showing spot fires in Separation Creek (source: cited in (Leonard 2016))

We can see from figure 29 – an infrared image of the fire at 3:16 pm on Christmas day - a number of ember generated fires had developed within Separation Creek (light areas indicate fire), and were travelling back toward the main fire front. This highlights the first of the characteristics that contributed to the loss;

the townships consisted of a largely connected fine fuel layer that allowed fire spread throughout the town and ultimately right up to the structures. The towns essentially burnt from within experiencing limited impact from the fire front itself (Leonard 2016).

Terrain steepness – retaining walls and under-house storage

There are a number of compounding features associated with the steepness of the towns' terrain which increase their vulnerability, and here we will look at two.

- Retaining walls for slope stabilisation, by necessity are a feature of both towns. Commonly, these are built of timber – some of pine and some of hardwood figure 30 - and by their nature are in contact with the ground and associated fine fuels.
- The slope of the towns dictate that many of the houses are largely elevated, which allows for storage of heavy fuel items under the building as can be seen in figure 31.



Figure 30 Remains of a retaining wall near a house



Figure 31 Heavy fuel stored under a house

These two features enabled the surface fire to easily transition from burning fine ground fuels to ignition of heavier fuel – the retaining walls, items stored under or near buildings, and directly to the buildings; all contributing to house loss.

In addition, many houses did not have ember-proof under-floor areas, and this allowed access for embers which ignited fuel under the house, generating enough heat and flame contact to ignite the house above.

Learning

While there are other elements that contributed to house loss, the three factors briefly discussed in this case study are distinctive features of Wye River and Separation Creek - they serve to remind us that individual towns need individual solutions.

The learning from this is multifaceted: it teaches us not only about future risk mitigation in these towns, but more importantly, how understanding the hazard is critically important and how developing bespoke solutions for each township **with their communities** is the future of fire management and a focus of the strategic directions and actions of this fire plan.

Risk-based planning approach

This plan takes a risk based approach so that collectively, we can determine how to best direct our efforts and resources to minimise the impacts and consequences of fire on the things we all value. To achieve this we need a detailed understanding of the risk. In this section we focus on bushfire risk – which is the likelihood of bush fire causing damage.

Risk analysis across the District was undertaken in the lead up to the preparation of the plan. From this work several key risk criteria were selected as important measures of risk and were used to rank bushfire risk across all localities in the District:

- Bushfire simulation modelling – using Phoenix Rapidfire⁷ modelling, data generated by DELWP from 10,000 simulated fires were assessed to determine for each town a broad range of fire-township interactions. From the analysis we selected the following elements to represent bushfire risk:
 - the frequency that modelled fires reached the town.
 - the potential scale of impact - we examined for each locality: average number of houses lost, total number of houses lost and number of times the fire impacted more than 20% of the town.
- The influence of landscape topography and vegetation on the potential for unusual fire behaviour and intense ember drops on each town (termed drop-zone).
- Access and proximity of each town to a large, open and permanently low-fuel space for last resort bushfire shelter – often a wide accessible beach.
- The relative need each town has for assistance due to age (younger or older) and disability.
- The relative degree to which tourism is a feature of each town, understanding that tourists are likely to be more vulnerable and large visitor numbers can pose additional risk – eg traffic issues.

This analysis is the basis of the risk profiles presented in tables 7 to 10 below, and a more detailed description of each risk element is provided below. A table showing the modelled risk of all localities within the District, along with a more detailed description of risk elements is included as appendix C.

Identifying bushfire risk in the Otway District

A number of complementary approaches to identifying risk need to be considered in making determinations on priorities and treatments. They include bushfire modelling analysis and fire history examination, along with specialist and local knowledge.

The Victorian Bushfire Risk Profiles Report (Department of Environment and Primary Industries 2013) released by DELWP's predecessor in 2013, presented a method of using Phoenix Rapidfire modelling to

⁷ Phoenix RapidFire is a sophisticated bushfire simulation tool developed by Melbourne University, DELWP and the Bushfire CRC and used to model bushfire risk in Victoria. Phoenix uses information about weather, topography, vegetation and fire history to simulate (and predict) the spread and impact of bushfires. It helps us to understand bushfire behaviour – including flame height, ember density, spotting distance, convection column strength and intensity. - See more at: <http://www.delwp.vic.gov.au/safer-together/science-and-technology#sthash.7YiRliIR.dpuf>

test a number of different landscape fuel (vegetation) management scenarios – or planned burning - against a scenario in which there was no fuel management. Modelled house loss was used as a measure of bushfire risk. Not only could the different fuel management scenarios be compared against each other, a risk reduction value could now be estimated; that is, the amount of risk reduced by each planned burn scenario could now be assessed and compared.

This risk reduction value helped us understand the benefit of proposed DELWP and CFA fuel reduction (broad scale planned burn) programs, and just as importantly it gave us an understanding of how much bushfire risk remains to be tackled using other risk reduction strategies. This component of the risk remaining after planned burning is known as the *residual risk*.

Bushfire risk profiles for District localities

Having a robust understanding of the nature of risk is the critical foundation for determining the best strategies and actions to reduce that risk. It is the basis from which agencies and communities can direct their efforts and resources to the most effective solutions.

The following series of tables show the relative bushfire risk of localities within the District, determined through application of the methodology summarised above, and detailed below. The first table takes a district wide approach, and subsequent tables are shire by shire. All risk ratings are ranked scores from 1 to 10 (except bushfire shelter which is 1 to 5), and those emanating from Phoenix are the risk of house loss, determined spatially. Importantly, evidence over time demonstrates that there is a strong correlation between house loss and life loss resulting from bushfire impacts (Blanchi R 2012).

It is important to note, that the bushfire risk analysis presented in these tables is undertaken through modelling, and while we have used the best tool and the best data available at the time of writing this plan, it is still modelling and must be treated as such. Other factors, such as fire history and local knowledge also need to be considered. For example, Pombooneit is an example of a locality which has experienced a number of fires which due to access are difficult to suppress.

Understanding the tables

The tables present a number of ways of looking at relative bushfire risk between localities in the District, and can be used to inform various lines of enquiry – depending on what you are most interested in. For example, you may want to know how often a modelled fire reaches the locality, but this will not indicate the degree of impact. Likewise, impact can be explored in a number of ways; from the average number of houses lost over the 10,000 modelled fires, to the relative number of times house loss in a locality exceeds 20% of the houses – which is likely to have a substantial impact on community as well as the individual house-holders.

It is difficult, and not particularly useful, to provide an overall risk ranking between localities as there are many ways of defining the risk. However, generally the higher the locality is on this table, the greater the overall risk. Values in the table are heat mapped to provide a quick visual reference – green is lower risk while red is higher. A worthwhile way to use these tables is to examine the full risk profile of each town in which you have an interest.

Working through the tabulated township risk profile, the first 5 columns represent information extracted from the work undertaken by DELWPs Barwon Otway Risk Landscape team to present different aspects of exposure and consequence. Outputs as derived during that process and have been given a relative ranking based on a number between 1 and 10, with 10 being the highest risk or consequence. Further information on the method can be sourced in the Victorian Bushfire Risk Profiles Report (Department of Environment and Primary Industries 2013).

Table 7 Bushfire risk profiles – relative and ranked risk for localities across the District – 60 localities

Locality	LG	No. of houses in locality	Ranked likelihood of fire reaching the town	Ranked average number of houses lost	Ranked total house loss / number of houses in town	Ranked likelihood of township experiencing substantial impact (>20% house loss)	Ranked Drop zone potential	Ranked access to large low fuel area (1 good, 3 poor, 5 none)	Ranked need for assistance Age/ Disability (total no. of people)	Ranked tourism factor
LORNE	sc	2744	9	10	6	5	9	1	5	10
WYE RIVER	co	396	6	4	9	6	7	3	3	10
BENWERRIN	sc	57	8	1	8	10	8	5	2	5
LAVERS HILL	co	208	7	2	7	7	10	5	2	6
FERGUSON	co	32	7	1	7	7	8	5	5	6
FORREST	co	345	7	2	7	7	7	5	1	7
KENNETT RIVER	co	199	6	2	8	5	6	3	3	10
BARRAMUNGA	co	171	8	1	4	9	8	5	2	3
WEEAPROINAH	co	29	6	1	9	8	9	5	1	1
AIREYS INLET	sc	1309	3	7	3	2	6	3	6	8
BELLS BEACH	sc	95	5	2	10	5	5	3	4	7
SEPARATION CREEK	co	147	4	2	8	5	7	3	2	9
ANGLESEA	sc	3484	6	5	2	2	8	1	8	8
BEECH FOREST	co	353	10	1	5	6	9	5	3	3
WYELANGTA	co	193	8	1	4	8	10	5	2	1
CHAPPLE VALE	co	124	7	1	4	7	10	5	4	1
GELLIBRAND	co	360	9	1	4	5	8	5	5	5
MOUNT SABINE	co	10	6	1	4	8	10	5	1	2
CARLISLE RIVER	co	396	10	1	4	8	7	5	1	2
TANIYBRYN	co	73	6	1	5	8	7	5	1	2
GREY RIVER	co	14	3	1	7	4	7	3	3	9
JAN JUC	sc	2124	5	8	3	2	4	1	3	7
KAWARREN	co	202	7	1	6	5	6	5	3	4
BELLBRAE	co	509	6	2	4	5	3	5	6	4
JOHANNA	co	153	5	1	5	4	6	3	4	8
BIG HILL	sc	44	4	1	6	4	8	3	2	7
SKENES CREEK NORTH	co	32	4	1	9	5	6	5	1	2
EASTERN VIEW	sc	81	5	1	5	4	7	3	1	8
YUULONG	co	122	5	1	5	5	9	5	2	1
KENNEDYS CREEK	c	78	6	1	2	6	6	5	4	2
TIMBOON	c	825	8	2	2	3	4	5	7	4
APOLLO BAY	co	2532	6	3	1	1	7	1	6	9
BARWON DOWNS	co	276	7	1	3	5	5	5	4	1
PORT CAMPBELL	c	620	7	1	2	2	6	1	5	10
GELLIBRAND LOWER	c	83	4	1	2	4	6	5	4	4
BARONGAROOK	co	260	5	1	4	4	5	5	5	1
GLENAIRE	co	151	5	1	2	3	7	5	5	3
JANCOURT	c	19	3	1	3	4	3	5	8	2
WONGARRA	co	81	5	1	6	5	6	3	1	2
FAIRHAVEN	sc	608	2	3	2	2	6	3	2	8
MOGGS CREEK	sc	203	2	2	3	2	6	3	3	8
PENINYOYAL	sc	99	4	1	4	3	5	5	3	5
GHERANG	sc	179	5	1	5	4	5	5	3	1
SKENES CREEK	co	406	3	2	3	2	6	3	4	6
WENSLEYDALE	sc	97	5	1	4	3	7	5	3	2
IRREWILLIPE EAST	co	74	6	1	4	6	0	5	4	1
CAPE OTWAY	co	52	3	1	1	1	8	5	1	10
BOONAH	sc	27	4	1	4	4	7	5	1	1
HORDERN VALE	co	62	2	1	2	2	9	5	2	4
IRREWILLIPE	co	146	8	1	4	4	0	5	5	1
SCOTTS CREEK	c	168	7	1	2	3	3	5	5	2
CARPENDEIT	c	97	6	1	4	5	0	5	3	1
JANCOURT EAST	c&co	131	8	1	3	4	3	5	2	1
PRINCETOWN	c	260	7	1	2	3	0	3	4	7
TORQUAY	sc	8395	4	2	1	0	2	1	10	7
WAARRE	c	13	4	1	3	4	4	5	1	1
GLENFYNE	c	85	5	1	2	3	4	5	3	1
MARENGO	co	379	3	1	1	1	5	1	4	9
MURROON	co	92	3	1	2	2	7	5	3	1
PARAPARAP	sc	106	5	1	3	4	0	5	4	1
WINCHELSEA SOUTH	sc	111	3	1	3	3	4	5	3	1
DEANS MARSH	sc	265	4	1	2	2	6	5	2	2
SIMPSON	c	377	10	1	2	1	0	5	5	4

A complete list of the ranked assessment of all localities within the District is included as Appendix B.

Table 8 Corangamite Shire – bushfire risk profiles - relative and ranked risk assessed for localities

Locality	LG	No. of houses in locality	Ranked likelihood of fire reaching the town	Ranked average number of houses lost	Ranked total house loss / number of houses in town	Ranked likelihood of township experiencing substantial impact (>20% house loss)	Ranked Drop zone potential	Ranked access to large low fuel area (1 good, 3 poor, 5 none)	Ranked need for assistance Age/ Disability (total no. of people)	Ranked tourism factor
KENNEDYS CREEK	c	78	6	1	2	6	6	5	4	2
TIMBOON	c	825	8	2	2	3	4	5	7	4
PORT CAMPBELL	c	620	7	1	2	2	6	1	5	10
GELLIBRAND LOWER	c	83	4	1	2	4	6	5	4	4
JANCOURT	c	19	3	1	3	4	3	5	8	2
SCOTTS CREEK	c	168	7	1	2	3	3	5	5	2
CARPENDIT	c	97	6	1	4	5	0	5	3	1
JANCOURT EAST	c&co	131	8	1	3	4	3	5	2	1
PRINCETOWN	c	260	7	1	2	3	0	3	4	7
WAARRE	c	13	4	1	3	4	4	5	1	1
GLENFYNE	c	85	5	1	2	3	4	5	3	1
SIMPSON	c	377	10	1	2	1	0	5	5	4
COBRICO	c	72	4	1	1	2	0	5	7	1
COWLEYS CREEK	c	26	4	1	2	2	3	5	3	1
COORIEMUNGLE	c	227	9	1	2	1	0	5	4	2
CAMPERDOWN	c	2149	2	1	1	0	0	5	9	3
CURDIEVALE	c	112	5	1	1	3	0	5	2	2
TERANG	c	1410	5	1	1	0	0	5	8	2
CURDIES RIVER	c	23	4	1	2	3	0	3	2	3
SKIPTON	c	459	2	1	1	1	0	5	6	3
NEWFIELD	c	52	5	1	2	3	0	3	2	2
PETERBOROUGH *	c	497	3	1	1	2	0	1	2	8
GLENORMISTON NORTH	c	68	2	1	1	2	0	5	4	2
TIMBOON WEST	c	34	4	1	1	3	0	5	2	1
BOORCAN	c	93	3	1	1	2	0	5	4	1
ELINGAMITE NORTH	c	58	5	1	1	2	0	5	3	1
LARRALEA	c	22	2	1	1	2	0	5	4	1
BRUCKNELL	c	74	5	1	1	0	3	5	3	1
DIXIE	c	75	3	1	1	1	0	5	5	1
ELINGAMITE	c	35	3	1	1	0	3	5	4	1
HEYTESBURY LOWER	c	34	3	1	1	3	0	5	1	1
NAROGHID	c	58	3	1	1	2	0	5	3	1
BOSTOCKS CREEK	c	62	2	1	1	2	0	5	3	1
BOOKAAR	c	121	3	1	1	1	0	5	4	1
GARVOG	c	251	3	1	1	2	0	5	2	1
NOORAT	c	196	3	1	1	0	0	5	5	2
DERRINALLUM	c	366	4	1	1	0	0	5	4	2
ECKLIN SOUTH	c	138	6	1	1	1	0	5	2	1
GNOTUK	c	55	2	1	1	1	0	5	4	1
KOLORA	c	139	2	1	1	2	0	5	2	1
COBDEN	c	1083	5	1	1	0	0	5	3	2
LISMORE	c	470	3	1	1	0	0	5	3	3
MANNERIM	c	77	1	1	1	0	0	5	6	1
NOORAT EAST	c	13	1	1	1	2	0	5	2	1
PAARATTE	c	20	5	1	2	1	0	5	1	1

* Peterborough as a locality contains only 60 properties within Corangamite Shire, the remainder are in Moyne Shire.

Table 9 Colac Otway Shire bushfire risk profiles - relative and ranked risk assessed for localities

Locality	LG	No. of houses in locality	Ranked likelihood of fire reaching the town	Ranked average number of houses lost	Ranked total house loss / number of houses in town	Ranked likelihood of township experiencing substantial impact (>20% house loss)	Ranked Drop zone potential	Ranked access to large low fuel area (1 good, 3 poor, 5 none)	Ranked need for assistance Age/ Disability (total no. of people)	Ranked tourism factor
WYE RIVER	co	396	6	4	9	6	7	3	3	10
LAVERS HILL	co	208	7	2	7	7	10	5	2	6
FERGUSON	co	32	7	1	7	7	8	5	5	6
FORREST	co	345	7	2	7	7	7	5	1	7
KENNETT RIVER	co	199	6	2	8	5	6	3	3	10
BARRAMUNGA	co	171	8	1	4	9	8	5	2	3
WEEAPROINAH	co	29	6	1	9	8	9	5	1	1
SEPARATION CREEK	co	147	4	2	8	5	7	3	2	9
BEECH FOREST	co	353	10	1	5	6	9	5	3	3
WYELANGTA	co	193	8	1	4	8	10	5	2	1
CHAPPLE VALE	co	124	7	1	4	7	10	5	4	1
GELLIBRAND	co	360	9	1	4	5	8	5	5	5
MOUNT SABINE	co	10	6	1	4	8	10	5	1	2
CARLSLE RIVER	co	396	10	1	4	8	7	5	1	2
TANYBRYN	co	73	6	1	5	8	7	5	1	2
GREY RIVER	co	14	3	1	7	4	7	3	3	9
KAWARREN	co	202	7	1	6	5	6	5	3	4
JOHANNA	co	153	5	1	5	4	6	3	4	8
SKENES CREEK NORTH	co	32	4	1	9	5	6	5	1	2
YUULONG	co	122	5	1	5	5	9	5	2	1
APOLLO BAY	co	2532	6	3	1	1	7	1	6	9
BARWON DOWNS	co	276	7	1	3	5	5	5	4	1
BARONGAROOK	co	260	5	1	4	4	5	5	5	1
GLENAIRE	co	151	5	1	2	3	7	5	5	3
WONGARRA	co	81	5	1	6	5	6	3	1	2
SKENES CREEK	co	406	3	2	3	2	6	3	4	6
IRREWILLIPE EAST	co	74	6	1	4	6	0	5	4	1
CAPE OTWAY	co	52	3	1	1	1	8	5	1	10
HORDERN VALE	co	62	2	1	2	2	9	5	2	4
IRREWILLIPE	co	146	8	1	4	4	0	5	5	1
JANCOURT EAST	c&co	131	8	1	3	4	3	5	2	1
MARENGO	co	379	3	1	1	1	5	1	4	9
MURROON	co	92	3	1	2	2	7	5	3	1
GERANGAMETE	co	122	6	1	3	4	0	5	2	1
PETTICOAT CREEK	co	10	2	1	3	2	6	3	1	4
WATTLE HILL	co	16	2	1	2	3	6	5	1	1
BARONGAROOK WEST	co	164	6	1	2	1	4	5	4	1
SUGARLOAF	co	17	2	1	3	2	6	5	1	1
SOUTH PURRUMBETE	co	83	4	1	1	2	0	5	4	4
BUNGADOR	co	53	5	1	3	3	0	5	2	1
YODENE	co	92	4	1	3	3	0	5	2	1
COLAC EAST	co	248	1	1	1	0	0	5	10	2
BIRREGURRA	co	665	3	1	1	0	0	5	6	4
SWAN MARSH	co	129	5	1	2	1	0	5	3	2
YEO	co	80	2	1	1	0	4	5	4	1
EURACK	co	55	1	1	1	0	0	5	8	1
PIRRON YALLOCK	co	124	1	1	1	0	3	5	4	2
BEAC	co	348	1	1	1	0	2	5	5	1

Table 10 Surf Coast Shire bushfire risk profiles - relative and ranked risk assessed for localities

Locality	LG	No. of houses in locality	Ranked likelihood of fire reaching the town	Ranked average number of houses lost	Ranked total house loss / number of houses in town	Ranked likelihood of township experiencing substantial impact (>20% house loss)	Ranked Drop zone potential	Ranked access to large low fuel area (1 good, 3 poor, 5 none)	Ranked need for assistance Age/ Disability (total no. of people)	Ranked tourism factor
LORNE	sc	2744	9	10	6	5	9	1	5	10
BENWERRIN	sc	57	8	1	8	10	8	5	2	5
AIREYS INLET	sc	1309	3	7	3	2	6	3	6	8
BELLS BEACH	sc	95	5	2	10	5	5	3	4	7
ANGLESEA	sc	3484	6	5	2	2	8	1	8	8
JAN JUC	sc	2124	5	8	3	2	4	1	3	7
BELBRAE	sc	509	6	2	4	5	3	5	6	4
BIG HILL	sc	44	4	1	6	4	8	3	2	7
EASTERN VIEW	sc	81	5	1	5	4	7	3	1	8
FAIRHAVEN	sc	608	2	3	2	2	6	3	2	8
MOGGS CREEK	sc	203	2	2	3	2	6	3	3	8
PENNYROYAL	sc	99	4	1	4	3	5	5	3	5
GHERANG	sc	179	5	1	5	4	5	5	3	1
WENSLEYDALE	sc	97	5	1	4	3	7	5	3	2
BOONAH	sc	27	4	1	4	4	7	5	1	1
TORQUAY	sc	8395	4	2	1	0	2	1	10	7
PARAPARAP	sc	106	5	1	3	4	0	5	4	1
WINCHELSEA SOUTH	sc	111	3	1	3	3	4	5	3	1
DEANS MARSH	sc	265	4	1	2	2	6	5	2	2
BAMBRA	sc	126	3	1	2	2	4	5	3	2
BARRABOOL	sc	108	3	1	2	1	4	5	4	1
GNARWARRE	sc	131	2	1	1	0	4	5	4	1
WINCHELSEA	sc	1353	4	1	1	0	0	5	7	1
BUCKLEY	sc	125	3	1	1	1	0	5	4	1
WURDIBOLUC	sc	62	3	1	1	0	3	5	3	1
MORIAC	sc	317	2	1	1	0	0	5	6	1
MOUNT MORIAC	sc	154	2	1	1	1	0	5	4	1
FRESHWATER CREEK	sc	227	3	1	1	1	0	5	2	2
MOUNT DUNEED	sc	665	2	1	1	0	0	5	5	1
INVERLEIGH	sc	818	3	1	1	0	0	5	2	3
MODEWARRE	sc	159	3	1	1	0	0	5	4	1
BREAMLEA	sc&g	134	1	1	1	0	0	3	1	6
OMBERSLEY	sc	79	3	1	1	0	0	5	3	1
CONNEWARRE	sc	543	1	1	1	0	0	5	3	1

Future refinement

This work to better understand and define bushfire risk will be continually refined, primarily through the Barwon Otway Risk Landscape team working in partnership with research institutions, Councils, CFA and others. Where feasible and beneficial, elements of this risk profile will be made spatial and this will add value to operations and community engagement activities.

One example of this is the risk analysis work to stratify risk zones in townships based on house loss probabilities generated from Phoenix Rapidfire and other modelling tools, along with relevant current research. Importantly, this will provide the basis for a whole new way of approaching risk management in towns – it will identify the safer and less safe areas within a town, driving a range of decisions and risk treatments for agencies and townspeople. Risk stratification is a key feature of future [township bushfire safety planning](#).

This work will also support the VFRR-B (Victorian Fire Risk Register – Bushfire) and help improve the information, both in terms of understanding the risk and development of mitigation strategies for each of the listed assets.

Victorian Fire Risk Register - Bushfire

The Victorian Fire Risk Register – Bushfire, is a database of important assets requiring risk reduction action, compiled by Municipal Fire Management Planning Committees and managed by the CFA. The VFRR – B includes an extensive list of assets, their risk rating and a list of mitigation works. .

This list is largely based on a group assessment of the asset and gives a good basis on which to make decisions. As future work into risk is developed and strategic directions from this and other plans provides a finer understanding of risk at specific sites, the VFRR should be reviewed to ensure the more detailed risk understanding is recorded and to maintain consistency.

This is particularly important in determining risk mitigation strategies. It is envisioned that as more detailed assessment of settlements and townships occurs that a more detailed assessment of VFRR assets will follow, and this information will be used to update the database be available information during suppression activities to aid planners and operations officers.

An example of a more detailed asset listing this is provided in the case study on Wannon Water's pumping station which illustrates the need for finer detailed analysis for some assets and for more specific mitigation measures.

Structural and chemical fire risk assessment

This Plan recognises that at the time of writing, a risk assessment for structural fire and hazardous material risk assessment in the built environment is being developed by the MFB, as project leaders, and consequently this Plan is predominately focused on bushfire risk.

The fire and hazardous material Project will include key asset identification, and other available site and incident statistical information. Once this guidance is finalised, this Plan will be updated to accommodate it. The fire and hazardous material risk assessment will give consideration to likelihood factors, such as structural and chemical fire history (number and type) across the municipalities and across the relevant industry, and the potential consequences of those occurrences (death, injury, economic and property loss).

Consideration will be given to high risk premises and assets, for example (for life risk) nursing homes, aged care facilities and institutional care facilities, (and for property loss risk) commercial and industrial premises. In terms of chemical fires, consideration will be given to high risk premises such as chemical manufacturers, or high chemical use industries, chemical transport industries, fuel suppliers and any other industry identified following a comprehensive risk assessment process.

This risk assessment will ultimately form part of the township fire safety/resilience plans; a key deliverable of this Strategic Fire Plan.

Critical assets within each Shire are listed in the Victorian Fire Risk Register – Bushfire.

Reducing Bushfire Risk

The strategy

The strategy to reduce bushfire risk in the Otway District has a number of key elements:

- A robust and detailed understanding of the risk and its nature as the basis for all planning and action.
- Understanding what is important to protect, and this includes what communities and individuals value along with what critical services and assets need to be protected for community safety and resilience – for example, telecommunications, electricity, roads, and business districts.
- Fire and land management agencies working in effective partnership and with communities, including embedding avenues for communities to shape decisions on risk appetite and mitigation.
- Growing our knowledge of fire risk and risk reduction effectiveness and sharing information across agencies, research institutions and communities.
- Targeting of resources and efforts to activities and actions that can deliver the most effective risk reduction outcomes, and for agencies, this is regardless of historical delineations.
- Increasing the capacity of agencies and communities to prepare, respond and recover.
- Building community resilience and supporting the transition to fire adapted townships.

Importantly, this work will be based on and articulate a better understanding the nature and detail of bushfire risk to life and community values - across the landscape, and specifically within the high risk towns and settlements, as this is the foundation for any successful risk reduction work.

How we will collectively go about achieving this strategy is described in the section on [strategic directions](#).

Three scales of planning and action

This plan recognises that to reduce the overall bushfire risk to things that we value, it is important to address risk at all three scales of:

- landscape
- township or settlement, and
- property or household

Having a gap at any one level creates a weak link in the chain. For example, the best planned burn program possible cannot prevent embers from a fire landing on a flammable garden near a house and burning that house down.

This Otway District Strategic Fire Management Plan is a plan to tackle the *residual risk* – that remaining after planned burning programs are delivered. This residual risk is primarily associated with townships or settlements and at the property level.

Reducing residual risk is the focus of this document and guides its strategic directions and actions. It is important to note however, that bushfire risk in this District can never be fully removed. The actions and strategic directions of this plan, seek to predominantly tackle risk at the township and property, in the context of landscape scale risk reduction

Landscape scale risk reduction

DELWP's Barwon Otway Strategic Bushfire Management Plan (Department of Environment and Primary Industries 2014) is a plan to address risk at the landscape scale, predominantly through selecting a planned burning program that maximises the reduction of risk while minimising impacts on other values. Other actions to reduce risk at the landscape scale include fire behaviour research and modelling, risk analysis, bushfire suppression and preparedness, and patrols. CFA and Parks Victoria are also involved in landscape scale risk reduction through many of these activities.

DELWP have assessed that landscape scale actions undertaken in the Otway District have reduced the overall bushfire risk from a notional 100% (no risk treatments) to approximately 65%. Further risk reduction – tackling the residual risk - can be achieved at the township and property scales.

Township or settlement scale risk reduction

In developing this Strategic Plan an exploration was undertaken into how fire management planning could be improved to deliver better community safety outcomes. This exploration highlighted opportunities for improvement in risk analysis and risk mitigation at the township or settlement scale. It further identified that a community based planning approach for high risk townships could increase community input, ownership and action. While this strategic plan is required to deliver legislative requirements, and give a mandate for higher level directions and actions, it is township scale planning that could deliver real benefits in community safety and resilience.

Activities to reduce risk at the township or settlement scale include:

- building a detailed understanding of risk within towns and at the wildfire interface
- fuel reduction on private and public land and at the wildfire interface
- bushfire and township fire suppression
- access, egress and evacuation
- public bushfire shelter options
- community engagement and education
- building community resilience and township fire adaptation
- asset protection
- research into bushfire and township/community interactions
- township level bushfire safety planning

Groups and organisations primarily involved in tackling risk at this scale include: Councils, CFA, Victoria, EMV, Police, VicRoads and local communities – groups and individuals. DELWP and Parks Victoria are involved at the wildfire interface.

The development of community based township/settlement plans is a key deliverable of this strategic plan.

Property or household scale risk reduction

Management of individual properties and assets is a critical part of reducing fire risk. Landscape and township scale risk works cannot be effective unless they are joined by that undertaken at the property level.

Activities to reduce risk at the property scale include:

- having a solid understanding bushfire risk associated with the property
- design and management of houses to avoid ember incursion and flame contact
- design and management of gardens
- having an effective and practiced household bushfire survival plan.

Identifying what's important to protect

Key to this plan is empowering communities to help identify what is important to protect and how these values or assets should be protected. To achieve this, the plan provides objectives and actions which develop and embed this approach, and it will be a feature of township scale planning.

The plan also needs to protect assets, services and values which are important for community functioning, including at a broader scale, and some of these have national or international value – all of which must be considered.

The VFRR-B asset list is the current home for recording assets requiring protection and these assets are grouped in themes of: social, built, economic, natural and cultural.

Projections for future fire risk

Climate influences

Climate change is forecast to increase the number of extreme bushfire weather events and to extend the bushfire season - both starting earlier and continuing later into the season (Clarke 2011). This effect is expected to be strongest in the forested areas of the southern states, particularly near the coast (Bradstock 2014). The projections for risk in the grassland systems across this district are likely to be less well understood as a major driving factor will be fuel biomass and its association with rainfall. Whilst predictions for increasing days of FFDI above 40 for 2100 are forecast, declining rainfall predictions may counteract this to a certain extent (Clarke 2011).

Demographic influences

Whilst it is predicted the climate factors will increase bushfire risk, the changes in communities are likely to present the greatest change to the risk profile for many of communities across the planning district. The changes in the climate risk profile are relatively slow in comparison to the changes associated with a changing community profile. This profile has changed quickly over the last 20 years and this trend is predicted to continue. It will need to be a focus of mitigation going forward.

Three major areas of change that are of particular importance are: 1) the population uniformly across the planning district are getting older, with the percentage and amount of people moving into the over 65 age bracket increasing. This will mean more people will become more vulnerable in the face of a fire threat, as the statistics have shown in the Black Saturday studies. 2) A number of communities in the district have experienced general population growth and a percentage of these have been into areas of high fire risk. 3) The projected and the current increasing use of the area by visitors may also have a significant bearing, as generally these groups have limited knowledge and understanding of bushfire and by virtue of this will also be vulnerable in the face of a major incident.

Preparedness, response and recovery influences

It can be assumed that our future response systems and hardware will continue to improve as has been seen in the past. However as our climate and population change it will be increasingly important to continue to improve both preparedness and recovery.

If we do improve our capacity in preparedness, response and recovery and continue to build resilience in our communities, it is possible that we can not only maintain current risk levels in the face of increasing environmental and social challenges, but that we can in fact reduce it.

Case Study - Wannon Water's enhanced protection of a critical asset

This case study examines how Wannon Water took a deeper look at what's needed to ensure a critical piece of infrastructure – the Gellibrand main pumping station – could continue to provide essential water services to communities if it is impacted by fire.

The Gellibrand Pumping Station provides the primary water supply to the extensive North Otway urban water system. Water pumped from the Gellibrand River via the pump station is transferred to more than 50,000 people, including the major regional centre of Warrnambool and several significant exporting dairy manufacturers and food processors. If the facility were to be taken off-line due to bushfire impact, the water stored in the system could only maintain this important supply for less than three weeks.

The Gellibrand pumping station is a critical asset and is recognised as being of State and National significance in the Victorian Fire Risk Register.

This case study looks at how Wannon Water systematically worked through a detailed understanding of the risk to their asset; including the potential likelihood and consequences of bushfire impact, and how the risk could be effectively mitigated.

Identifying the risk and potential impact

Wannon Water initially identified the bushfire risk to the pumping station through the Victoria Fire Risk Register process, and determined that the nature of the risk and the potential consequences required a more detailed examination. Wannon water set about fully understanding how this asset was placed in the bushfire risk landscape and how susceptible to fire it may be.

A risk assessment to test mitigation options was undertaken by DELWP using Phoenix Rapidfire modelling. This was considered along with an earlier report by Terramatrix and evidence from the Black Saturday fires in 2009, where similar facilities were impacted. Together this information built a picture of the vulnerability of the pumping station, should it face a similar bushfire situation, and the most effective mitigations options.



Figure 32 and Figure 33 Damage to a water pumping plant which occurred during the 2009 Black Saturday fires

Identifying the potential consequences

While understanding the risk posed from bushfire was the first part of the analysis, developing a detailed understanding of the potential consequence should the asset be impacted took this risk analysis to a whole new level. Factors such as the demographic and economic reliance on the facility and how the asset contributes to community function were examined.

With the importance of the asset fully understood, attention turned to an assessment of options to have the station operable following bushfire impact. Investigations included opportunities for temporary replacement, and timeframes for replacement or repair at varying levels of damage.

Developing effective tailor-made solutions

Wannon Water, armed with a comprehensive picture of the risk and consequence environment, was then able to identify and develop effective, tailor-made risk mitigation strategies and measures to provide water security for the communities they serve.

These included:

- Ember proofing vents and windows, and other bushfire attack level improvements,
- Cross tenure fuel management, including planned burning.
- Onsite fuel Management
- Wannon Water has commissioned a replica electric switchboard; multiple switchboards built within a shipping container. The shipping container can be moved and then used at a number of high risk sites.

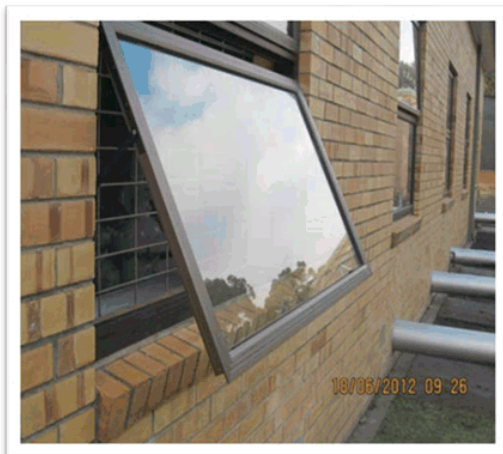


Figure 34 and Figure 35

Examples of Gellibrand pumping station risk mitigation works:

- Ember proofing vents and windows

Learnings

This fire plan seeks to enhance the protection of assets which are valued by communities along with those that provide important community services. This work led by Wannon Water illustrates a process that could be replicated - at varying levels of detail - for many of the high value assets within the District. It would provide a much better understanding of the risk to important assets and of the potential consequences should fire impact. This would provide a sound basis from which to develop more effective, bespoke risk reduction measures.

Understanding the key limiting factors and the exposure to the ongoing use of the facility

This type of detailed analysis could be fed back into the Victorian Fire Risk Register where it is readily available to Incident Controllers for decision-making in the management of a wildfire incident, and where it can be used to inform agency fire risk mitigation works programs.

Fire management strategic directions

The strategic directions of this plan explain how fire management agencies, working together and with communities, intend to achieve the plan [aim and objectives](#). Implementation of the strategic directions in as well as the actions of the associated Strategic Action Plan will constitute delivery of this plan in accordance with its [purpose](#).

Plan Purpose: enhance the integration, coordination and effectiveness of fire risk reduction and community fire safety activities across the three shires and across all fire management agencies, groups and communities.

Plan Aim: reduce the risk to life and community values from the threat of fire, and facilitate the development of resilient and fire adapted communities which have an increased capacity to recover from fire.

Objectives and strategic directions of this plan are listed under four themes, however many relate to multiple themes. The themes are:

- safer communities,
- enhanced protection of assets,
- better sharing of knowledge, responsibilities, and resources
- impacted communities recover and thrive.

It is acknowledged that in the Otway District, we are starting from a well-developed base; agencies and communities have been working together for some time. This plan is about continuing to support and enhance existing work as well as identifying new objectives and directions.

Plan delivery

This plan outlines the purpose, aim, objectives and strategic directions. The recommended detailed actions associated with the strategic directions are listed in a separate document called the Work Programming Guide. This guide details steps that should be considered in the work plan phase. The work plan development phase will be a separate function for each of the three FMPCs. A yearly work plan will be formulated by each committee, who will determine the priorities for the financial year based on the priorities and actions in the Work Programming Guide, available resources of the partner agencies, policy direction and community need. It is critical that the work program should also be informed by risk assessments in this document and those held by the agencies. The work programming guide should also be updated on an as needs basis, but should be review annually to maintain currency.

Strategic directions

The Strategic Actions headline the full list of actions detailed in the Work Programming Guide

Table 11 Strategic directions

The strategic directions

1. Develop and implement community based Township/settlement bushfire safety plans for targeted high risk towns or settlements

A robust risk analysis will identify higher and lower risk areas within towns and settlements and is the critical foundation for all other planning. The principles of community based planning will be applied, and planners will work with communities to identify what is important to protect and to understand their risk appetite and develop a tailor made approach for each area. Township plans will embed increased protection for vulnerable and susceptible people. Development of Township or Settlement Bushfire Safety plans will be ongoing and extend over many years, and priority will be given to higher risk towns/settlements. These plans will clearly link to local CFA response plans and may also consider other hazards if relevant. Township transition plans may be incorporated – these describe how towns move from being vulnerable to fire, to being more resilient and fire adapted, and the steps required to make that shift.

2. Enhance the provision and management of public bushfire shelters

Township risk assessments combined with community based planning principles will reveal and refine the bushfire shelter needs for each town and settlement. A bushfire shelter plan will be developed to prioritise shelter needs across the landscape and within each shire. It will include a comprehensive assessment of formal and informal public shelter options, identify significant gaps and issues, and determine actions to reduce risk. Local CFA brigades and communities will be involved in this work, some of which will be undertaken as part of township/settlement bushfire safety planning.

The establishment, provision and annual assessment of Neighbourhood Safer Places-Bushfire Places of Last Resort (NSP-BPLR) is prescribed in the NSP-BPLR plans of each Council, including locations. The bushfire shelter plan will inform these plans.

3. Develop and implement a community engagement and education plan

This plan will integrate and coordinate the planning, design and delivery of engagement activities between all agencies (including local governments, CFA, Vic PoI, EMV, PV and DELWP) and across the footprint of the three shires. The plan will be locally relevant, based on a sound understanding of fire risks for each town. The package of engagement activities identified through this plan will be most relevant to local communities – including susceptible and vulnerable people, and holistically deliver community needs in a logical sequence. Agencies will together and with communities and local brigades to deliver the plan.

4. Tourist, visitor and other vulnerable groups bushfire risk reduction

Continue to identify and deliver high priority actions which reduce bushfire risk for tourists, visitors and other vulnerable or susceptible groups. Particular attention will be given to tourist events and attractions, and holiday accommodation.

The strategic directions

5. Continue to investigate and contribute to the development of evacuation planning for the Great Ocean Road Region

This direction supports work that has recently commenced through a multiagency approach to develop robust evacuation planning for the Great Ocean Road region through provision of specialist and local knowledge and to ensure linkages with other relevant work are maintained. The development of modelling is critical to this work and will be supported.

6. Continue to identify and review priorities for the protection of assets and values, and determine and review treatments

This work relies on developing a more in-depth understanding of risk and risk mitigation options for critical assets, including the application of appropriate modelling. It involves working with communities to identify assets and values which are important to protect and exploring treatment options. Importantly, asset protection work must ensure high value natural resources are protected and that ecosystem resilience and functioning is not compromised.

Planning for asset protection also includes reviewing and updating VFRR-B data.

7. Investigate the value of bringing together existing operational response planning to improve integration between agencies and across the plan landscape

Agencies will look at ways of working in collaboration and to realise opportunities to improve the current fire response arrangements. This may include coordination of patrol activities, of pre-positioning fire response resources. In addition, avenues will be provided to involve community leaders in agencies discussions and decision-making on response matters. The wide range of fire response infrastructure will be maintained and improved as required.

8. Collate, prepare and review fuel management plans and programs to ensure landscape fuel management is integrated with township and wildfire interface fuel management, and takes a tenure-complementary approach

A number of agencies, communities and landholders are involved in fuel management activities across the landscape. An opportunity exists to better understand and align this work, so that risk work is targeted and integrated, and risk reduction is maximised. This may result in a fuel management plan being developed for each shire footprint to address fuel management not already addressed through DELWP's Fire Operations Plans.

9. Construction, renewal and refurbishment of public facilities – explore and implement avenues for public buildings to model best practice in bushfire safety and fire adaptation

Opportunities exist for the construction, renewal or refurbishment of public buildings to meet best practice protocols for bushfire safety, including vegetation management, building location, design and materials, and building use. This work will examine those opportunities and make recommendations for improvements for bushfire safety.

The strategic directions

10. **Statutory planning and Council strategic planning - align council planning objectives and directions with those required to meet bushfire safety requirements**

Councils undertake a number of statutory and strategic planning functions, and opportunities exist for these functions to achieve improved outcomes for bushfire risk reduction, for example, Township Character Plans. There are also opportunities for planning schemes to deliver improved bushfire safety outcomes, and aspects such as settlement boundaries, housing density, vegetation requirements, and asset protection zones could be explored. Planning overlays may also need to be adjusted following fire in the landscape – for example, to address landslip matters.

11. **Maximise opportunities to learn from bushfire events**

Emergency events of a significant scale are relatively rare, yet they are what we all cooperatively plan and prepare for. The ability to maximise learnings from events, such as a bushfire, is critical to improving our collective ability to reduce the risk to life and community values, and to build community resilience and fire adaptability. Often, the experience of a bushfire provides the drive and capacity for better outcomes.

Achieving this direction requires an expansion of opportunities for cross agency collaboration, before, during and after a bushfire. We need to ensure that our collective bushfire science knowledge is advanced through learnings captured from each event so we can increase the capacity and capability of agencies, communities and individuals. Importantly we must ensure the learnings from bushfire events are broadly shared and used to update and inform plans and responses, and to improve engagement products and approaches.

12. **Continue to identify, develop and apply best practice approaches to understand and reduce fire risk**

Developing and applying best practice approaches relies on the development and maintenance of effective partnerships between agencies and councils and with research institutions. Such an approach facilitates opportunities for research to inform and improve practical fire management and vice versa. This direction supports the growth of partnerships.

A key aspect of this work is to continue to develop, refine and apply bushfire modelling to improve accuracy of assessment of bushfire risk. For example improved modelling can help us better understand how grassland risk can be more accurately considered as part of the bushfire risk profile. This direction supports the development and application of new modelling approaches, and the interpretation and sharing of outcomes.

13. **Enhance the sharing of resources across agencies; before, during and after a bushfire event**

Improve information flow across agencies and between agencies and communities before, during and after an event or threat. Explore opportunities to increase capacity and expertise within and between agencies, including the sharing of information, education and training.

The strategic directions

14. Identify opportunities to more effectively target fire management resources to the highest priority activities which yield the best outcomes

Taking a risk-based approach, this direction aims to focus the allocation of resources to interventions (or works) which can most effectively reduce the highest risks. For maximum effectiveness, this needs to occur both within and across agencies taking a tenure-blind and agency-blind approach. This work will also explore and apply avenues to encourage and assist communities and individuals to target their efforts to best effect.

This direction also explores opportunities to share works across private and public lands – for example, to encourage agencies and communities to work together to establish asset protection zones across public and private land on wildfire interfaces, where deemed effective.

15. Responsibilities for each agency will be clearly articulated and reported against.

To deliver this strategic direction, the Work Programming Guide will be refined – this is a separate document which provides further guidance, prioritised actions and accountabilities. Each MFMP will develop an annual work plan, guided by the Work Programming Guide, to deliver the Strategic Directions.

Each MFMP will also prepare a [monitoring, evaluating and reporting](#) plan (MERI plan) within 6 months of adoption of this plan. The three MERI plans will measure and report on the effectiveness of the delivery of this Strategic Plan.

16. Improve recovery processes

Capture and share the learnings from bushfire events, collaborate with communities, understand their experiences and respond appropriately. Use learnings from each fire event to improve relevant plans and process for use for future events.

Monitoring, evaluation and reporting

Plan outcomes and indicators of success

Once this plan and its subsidiary plans are implemented, the following outcomes are expected:

- Reduction in residual bushfire risk across the District, and particularly that for high risk areas and critical assets (residual risk is that which remains after landscape scale work – for example planned burning on public land - is undertaken).
- Increased and enhanced partnerships between agencies, research institutions, councils and communities driving more integrated and effective fire management.
- Improved capacity (skills, knowledge, capabilities) of agencies and communities to understand and reduce bushfire risk.
- More effectively targeted resources across and between agencies, councils and communities towards fire management interventions which have the greatest likelihood of reducing the highest risks (which are most likely to be successful in reducing residual risk).
- Enhanced community resilience - communities are better prepared to respond and recover from bushfire
- High risk towns and communities are more fire adapted

Monitoring, evaluation and reporting (MER) are important elements of this Plan and its implementation. Development of an MERI (Monitoring, evaluation, reporting and improvement) plan is a key action of this plan.

An effective MER framework that is an integral part of the Plan will:

- ensure programs and investment achieve the plan aim and objectives
- evaluate the effectiveness of plan objectives along with the directions and actions undertaken so they can be improved in future reviews, as required.

Monitoring and evaluating the Plan

Each Municipal Fire Management Planning Committees will develop a MER plan within six months of the plan being adopted by the three Councils.

The MER plan will be structured around the plan aim and objectives and the themes. The MER plan will include:

- further refinement and development of the Plan indicators of success and clarity on how these will be measured and monitored,
- evaluation questions which relate to the impact, appropriateness, effectiveness, and legacy of the Plan,
- documentation of its assumptions and clarity on the relationship between plan objectives and directions/actions (program logic).

The evaluation component of the MER plan will pose questions such as:

- to what extent were the plan objectives progressed,
- to what extent were strategic directions of this plan and actions of MFMP plans delivered,
- how effective were the implemented directions and actions,
- what reduction in residual risk occurred as result of plan implementation, and
- what increase in community resilience and township fire adaptation occurred as a result of plan implementation?

The monitoring and measurement components of the plan will provide opportunities to report the progress being made. Some of the monitoring will be relatively straight forward, for example, reporting on delivery of plan actions. Other measurements of change will be more challenging.

To enable effective monitoring and evaluation, implementation of the MER plan will require its own set of actions. Coordinated by the Otway Bushfire Planning Collaboration, the MFMPs of each shire will collaborate to:

- define key monitoring needs to evaluate the effectiveness of fire risk management activities and the building of resilient and fire adapted communities,
- collect, collate and share data to report on the effectiveness of the Plan.

Reporting

The MER plan will report on changes to residual bushfire risk along with changes to community resilience and township fire adaptability. Reporting will take the form of:

- annual progress reports,
- periodic review to review or adjust directions, actions, accountabilities and priorities, as required,
- a full evaluation of progress and achievements by December 2021.

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Appendices

Appendix A Definitions and abbreviations used in this plan

Abbreviations

CFA	Country Fire Authority
COS	Colac Otway Shire
CS	Corangamite Shire
DEDJTR	Department of Economic Development, Jobs, Transport and Resources
DELWP	Department of Environment, Land Water and Planning
DHHS	Department of Health and Human Services
FDR	Fire danger rating
FFDI	Forest fire danger index
FLIR	Forward looking infrared
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERI	Monitoring, evaluation, reporting and improvement
MFMP	Municipal Fire Management Plan
MFMP	Municipal Fire Management Planning Committee
MFPP	Municipal Fire Prevention Plan
NSP	Neighbourhood Safer Place – Bushfire Place of Last Resort
PPRR	Prevention, Preparedness, Response and Recovery
PRPR	Primary Responsible Person Representative
RSFMP	Regional Strategic Fire Management Plan
SCS	Surf Coast Shire
RSFMP	Regional Strategic Fire Management Planning Committee
SES	State Emergency Services
VBRC	Victoria Bushfire Royal Commission
VFRR	Victoria Fire Risk Register
WMO	Wildfire Management Overlay

Definitions

Bushfire	Unplanned fire occurring in grassland, heathland, woodland or forest
Drop Zone	An area that has the potential to experience extensive ember attack during a bushfire, due to landscape factors.
Fire Danger Rating	The Fire Danger Rating predicts how dangerous a bushfire would be if one occurred. It is strongly influenced by the Forest Fire Danger Index and the Grassland Fire Danger Index
Forest Fire Danger Index	A numeric site measure of predicted or actual environmental factors describing the degree of danger of fire in Australian forests.
Landscape	In the context of this plan it refers to the land and all it contains within the Otway Planning District, including the shires of Corangamite, Surf Coast and Colac-Otway
Residual risk	That bushfire risk remaining after broad scale planned burning is completed

Appendix B List of recorded significant fires in the District since 1851

The fires that have been included in the list below because they have been of a large size or have caused notable damage or human life loss, and had detailed information recorded as part of a historical document. Some smaller more recent fires have been included where there was potential for that fire to have caused significant damage had conditions been different; this seeks to highlight the ongoing risk.

Table 12 List of significant recorded fires in the Otway District since 1851

Date	Description of significant fires	Surf Coast	Colac - Otway	Corangamite
1851 February 6	Black Thursday. The "Fires covered a quarter of what is now Victoria" including "The Pyrenees, the Loddon country, the Wimmera, Colac, the "far west", the Portland country, Mount Gambier, the country between Geelong and Ballarat. Not one house in ten survived in the Barrabool Hills"	✓	✓	
1881 March	Bushfires 'raged' between Colac and Gerangamete and near Birregurra and the Otway Ranges.	✓	✓	
1886 January 4-5	Otway & Heytesbury regions, including Colac		✓	✓
1889 January	Bushfires around Lorne for several days. The coach from Birregurra to Lorne 'passed through fires nearly all the way from Deans Marsh to Erskine House'.	✓		
1890 January	forest between Deans Marsh and Lorne 'ablaze for two to three days'. The fire was reported as about half a mile in width.	✓		
1891 February 14	Black Saturday' fires 'raged all over the colony', including Mount Duneed and Coast districts, and Birregurra and Winchelsea districts. The fires skirted the coast line between Jan Juc and Lorne. Jan Juc was just saved by a wind change.	✓		
1893 February 28	Bushfires 'raged with great fierceness' between Winchelsea and the Coast. Fire approached the Anglesea River and encroached on township allotments on the west side of the river	✓		
1898 February	Bushfires from Cape Otway forest extended to Anglesea, which was at one stage 'threatened with complete extinction' by the fires. The Anglesea Hotel was 'swept out of existence by the fiery fiend'. The same fire got within 'dangerous proximity to Torquay'. Lorne was also threatened.	✓	✓	
1901 February	Extensive fires reported at Birregurra and in the Geelong region. Several people lost their lives in the Birregurra fire. Jan Juc was also threatened by fire.	✓	✓	
1905 January	Extensive fires occurred throughout the Geelong area and between Jan Juc and Anglesea. Record temperatures of 107.8 – 110.5 in the shade.	✓	✓	
1908 January	Bushfires across the State, including around Jan Juc, Modewarre and Anglesea. The fire caused 'wholesale destruction' at Anglesea, with seven houses destroyed.	✓		
1912 January	Extensive fire at Aireys Inlet. Two cottages destroyed.	✓		
1914	Otway Ranges' Beech Forest and 'forest south of Colac'		✓	
1919 1 February to 1 March	"Three people died when bushfires consumed Otway forests. Bushfires were widespread for six weeks and many with 100 homesteads burnt and about 500 people left homeless." Bushfire at Anglesea, with five houses destroyed. The Lorne saw mill was destroyed.		✓	
1919 24 Nov	120,000 ha Otway Ranges and Grampians		✓	
1920	Bushfires around Anglesea (for several days), between Mount Moriac and Aireys Inlet, between Lorne and Anglesea, at Wensleydale and between Jan Juc and		✓	

Date	Description of significant fires	Surf Coast	Colac - Otway	Corang-amite
February	Anglesea.			
1926 February	Bushfires at Lorne, Eastern View, Aireys Inlet, near Jan Juc, around Wensleydale, Sections of the Great Ocean Road and in other areas throughout the State. At least 29 people died across Victoria.	✓		
1926 March	Bushfire between the Otway Coal Mine and Bambra. Fires in the Otway Ranges endangered pine plantations at Anglesea.	✓		
1931 February	Bushfire commenced near the pine plantation at Anglesea and swept through the bush between Anglesea, Bellbrae and Torquay. Extensive fire between Wensleydale and Bambra.	✓		
1932 January-February	Widespread fires. Reports of fires include: Beech Forest and Cape Otway near Lorne, Aireys Inlet & Benwerrin.	✓	✓	
1936 April	Fires in Geelong and neighbouring districts. A fire with a seven mile fire front threatened the township of Anglesea, with neighbouring pine plantations damaged. Also fires in the Otways and other parts of the State.	✓	✓	
1937 November	Bushfire threatened settlement at Eastern View and swept towards Fairhaven.	✓	✓	
1938 December	Fire burning for several days around Eastern View threatened several cottages and the golf course.	✓		
1938 February	Bushfire along the west side of Anglesea river threatened the township of Anglesea. Also fires towards Aireys Inlet, at Big Hill, Benwerrin and Pennyroyal.	✓	✓	
1939 13 January	Towards the end of a long drought, numerous fires burning separately in various parts of the state joined and peaked in severity on - "Black Friday". The fires affected almost every section of Victoria, including the Otways. "The findings of the Royal Commission that was held following the fires were highly significant in increasing fire awareness and prevention throughout Australia." Lorne was threatened and sixteen houses were destroyed. Hundreds of people sought the safety of the beach. Also fires between Aireys Inlet and Anglesea and extensive grass fire at Moggs Creek.	✓	✓	✓
1940 March	Fires in southern parts of the State, including Torquay where one life was lost, 86 houses and various buildings destroyed and heavy loss of stock and grass.	✓	✓	✓
1944 14 January – 14 February	Major fires across Western District destroyed more than 500 houses with 15-20 fatalities. Geelong was ringed by fires in Moriac, Modewarre, Bellbrae and Mount Duneed to the edge of Torquay. The townships of Derrinallum, Berrybank, Cressy as well as the areas of Vite Vite, Mingay and Duverney were severely affected by a large fire as it burnt to the south. Grass fires near Hamilton, Dunkeld, Skipton and Lake Bolac burned about 440,000 hectares in eight hours	✓	✓	✓
1947 January	Wide spread fires at Anglesea. Fire leapt the Anglesea River and threatened to destroy the township. The fire raced through the centre of town and destroyed two homes, several buildings and a number of boats. Anglesea Fire Brigade building was set on fire three times. The main street was 'strewn with fallen power and telephone lines'.	✓		
1957 5 September	Fires at Anglesea and Aireys Inlet with 2,428 hectares burnt.	✓		
1961	500 acres and 300 sheep were lost at Modewarre in a deliberately lit fire.	✓		
1962 16 January	Otways (2,024 ha)		✓	
1965 21 February	Otways (12,000 ha).		✓	

Date	Description of significant fires	Surf Coast	Colac - Otway	Corangamite
1965 March	Over 8,000 acres burnt and one house and several buildings destroyed at Big Hill – Eastern View.	✓		
1965	A large fire in the stony rises area from Convict Track on the Emu Creek to Crawford's Road at the Lismore - Skipton Road burnt about 500 Ha.			✓
1966 November	Otways - Modewarre, Wurdale, Anglesea (15,000 ha).	✓	✓	
1966 March	Bushfire destroyed 14 houses at Anglesea, with property damage of \$100,000.	✓	✓	
1968 11 January	Colac Gellibrand road, 10 miles south of Colac, Barangarook threatened (810 ha) (11 Jan) also a fire on north side of Lorne (1215 ha) (6 Feb).		✓	
6 February	large fire in the Lorne area occupied 27 brigades for four days. Over 5,000 acres burnt and several buildings destroyed.	✓		
1969 January	Fires burnt over 2,000 hectares at both Bellbrae and Gnarwarre. Multiple fires in southern and central Victoria.	✓		
1976	A fire of about 7000 ha burnt on the east side and up to Lake Corangamite, and is believed to have caused damage at the Stoneyford Wreckers			✓
1977 12 February	<p>"Widespread fires occurred across the Western District of Victoria, mostly in grasslands This included the Cressy (Wallinduc or Werneth) fire: 42,000 ha in which 3 people lost their lives. In Cressy 10 houses were destroyed along with 2 halls, a garage and fuel depot. The State school and tennis centre at Werneth were destroyed and a large number of outbuildings.</p> <p>Large fire in the Lorne area occupied 27 brigades for four days. Over 5,000 acres burnt and several buildings destroyed.</p> <p>Pura Pura – Derrinallum area, fire burned 18700Ha of pasture, 42,200 sheep, 1291 cattle, 13 houses, 159 other buildings and 910 km of fencing. Mingay - Lismore fire burned 1800 Ha of pasture, 2000 sheep, 7 buildings and 68 km of fencing. The town of Lismore was saved by a last minute wind change. All of these fires originated from power lines.</p>	✓	✓	✓
1980 March	Fire within two kilometres of Anglesea township, with about 400 hectares burnt. Source of fire was smouldering peat moss from fire several weeks earlier.	✓		
1981 October	Fairhaven evacuated due to fire. Three houses were lost and others damaged. The fire was started by a controlled burn.	✓		
1982 January	There was a fire at the Anglesea camping ground. Twenty caravans, 13 tents, two prefabs and two annexes were destroyed.	✓		
1983 16 February	"Ash Wednesday". Over 100 fires in Victoria, with the Otway ranges severely affected. The Otway fire originated at Deans Marsh (in what is now Surf Coast Shire) and resulted in 3 deaths and around 41000 ha burnt (mainly forested country) and 729 houses lost	✓		✓
1994 November	A fuel reduction burn adjacent to Moggs escaped which resulted in 200 hectares of bush being burned, with one house destroyed and 25 damaged.	✓		
1998 March	Yeodene peat fire – repeated outbreaks over a number of years were contained close to the site, however in 1998 an outbreak escaped the site and burnt over 300 hectares, being stopped on the Barwon River flats.		✓	
2001 February 2	"Wingee Plains Fires" (2000 ha).		✓	
2002 September	Chapple Vale (786 ha).		✓	

Date	Description of significant fires	Surf Coast	Colac - Otway	Corang-amite
2005 11 January	The "Carranballac" fire destroyed large areas of crops, some stock, hay and pasture but there was no loss of human life or buildings.			✓
2006	Stony Rises fire destroyed over 3,000 ha of pasture and hay reserves during a drought season which impacted heavily on land owners' recovery from the fire (Moores road fire)			✓
2008 December	A tanker overturned and caught on fire on the Great Ocean Road, Big Hill killing the driver causing road closure and major traffic diversions.	✓		
2009 9 February	The 2009 Black Saturday Weerite-Pomborneit fire destroyed 1500 ha of pasture, crops, fodder reserves and some infrastructure. The Geelong-Warrnambool rail line was damaged and power supplies to local residents cut.			✓
2014 February	Schoulers road fire (400ha) burnt over a number of weeks, with containment very difficult due to the stony rises terrain.			✓
2015 25 December	The townships of Wye River and Separation Creek lost 106 houses. The fire was started by lightning in inaccessible country a week prior. The total fire burnt over a number of weeks and when finally extinguished the fire had burnt 2260 hectares.		✓	

Appendix C District bushfire risk profiles

Table 13 Risk profiles for all localities within the District

Locality	LG	No. of houses in locality	Ranked likelihood of fire reaching the town	Ranked average number of houses lost	Ranked total house loss / number of houses in town	Ranked likelihood of township experiencing substantial impact (>20% house loss)	Ranked Drop zone potential	Ranked access to large low fuel area (1 good, 3 poor, 5 none)	Ranked need for assistance Age/ Disability (total no. of people)	Ranked tourism factor
LORNE	sc	2744	9	10	6	5	9	1	5	10
WYE RIVER	co	396	6	4	9	6	7	3	3	10
BENWERRIN	sc	57	8	1	8	10	8	5	2	5
LAVERS HILL	co	208	7	2	7	7	10	5	2	6
FERGUSON	co	32	7	1	7	7	8	5	5	6
FORREST	co	345	7	2	7	7	7	5	1	7
KENNETT RIVER	co	199	6	2	8	5	6	3	3	10
BARRAMUNGA	co	171	8	1	4	9	8	5	2	3
WEEAPROINAH	co	29	6	1	9	8	9	5	1	1
AIREYS INLET	sc	1309	3	7	3	2	6	3	6	8
BELLS BEACH	sc	95	5	2	10	5	5	3	4	7
SEPARATION CREEK	co	147	4	2	8	5	7	3	2	9
ANGLESEA	sc	3484	6	5	2	2	8	1	8	8
BEECH FOREST	co	353	10	1	5	6	9	5	3	3
WYELANGTA	co	193	8	1	4	8	10	5	2	1
CHAPPLE VALE	co	124	7	1	4	7	10	5	4	1
GELLIBRAND	co	360	9	1	4	5	8	5	5	5
MOUNT SABINE	co	10	6	1	4	8	10	5	1	2
CARLISLE RIVER	co	396	10	1	4	8	7	5	1	2
TANYBRYN	co	73	6	1	5	8	7	5	1	2
GREY RIVER	co	14	3	1	7	4	7	3	3	9
JAN JUC	sc	2124	5	8	3	2	4	1	3	7
KAWARREN	co	202	7	1	6	5	6	5	3	4
BELLBRAE	sc	509	6	2	4	5	3	5	6	4
JOHANNA	co	153	5	1	5	4	6	3	4	8
BIG HILL	sc	44	4	1	6	4	8	3	2	7
SKENES CREEK NORTH	co	32	4	1	9	5	6	5	1	2
EASTERN VIEW	sc	81	5	1	5	4	7	3	1	8
YUULONG	co	122	5	1	5	5	9	5	2	1
KENNEDY'S CREEK	c	78	6	1	2	6	6	5	4	2
TIMBOON	c	825	8	2	2	3	4	5	7	4
APOLLO BAY	co	2532	6	3	1	1	7	1	6	9
BARWON DOWNS	co	276	7	1	3	5	5	5	4	1
PORT CAMPBELL	c	620	7	1	2	2	6	1	5	10
GELLIBRAND LOWER	c	83	4	1	2	4	6	5	4	4
BARONGAROOK	co	260	5	1	4	4	5	5	5	1
GLENAIRE	co	151	5	1	2	3	7	5	5	3
JANCOURT	c	19	3	1	3	4	3	5	8	2
WONGARRA	co	81	5	1	6	5	6	3	1	2
FAIRHAVEN	sc	608	2	3	2	2	6	3	2	8

Locality	LG	No. of houses in locality	Ranked likelihood of fire reaching the town	Ranked average number of houses lost	Ranked total house loss / number of houses in town	Ranked likelihood of township experiencing substantial impact (>20% house loss)	Ranked Drop zone potential	Ranked access to large low fuel area (1 good, 3 poor, 5 none)	Ranked need for assistance Age/ Disability (total no. of people)	Ranked tourism factor
MOGGS CREEK	SC	203	2	2	3	2	6	3	3	8
PENNYROYAL	SC	99	4	1	4	3	5	5	3	5
GHERANG	SC	179	5	1	5	4	5	5	3	1
SKENES CREEK	CO	406	3	2	3	2	6	3	4	6
WENSLEYDALE	SC	97	5	1	4	3	7	5	3	2
IRREWILLIPE EAST	CO	74	6	1	4	6	0	5	4	1
CAPE OTWAY	CO	52	3	1	1	1	8	5	1	10
BOONAH	SC	27	4	1	4	4	7	5	1	1
HORDERN VALE	CO	62	2	1	2	2	9	5	2	4
IRREWILLIPE	CO	146	8	1	4	4	0	5	5	1
SCOTTS CREEK	C	168	7	1	2	3	3	5	5	2
CARPENDIT	C	97	6	1	4	5	0	5	3	1
JANCOURT EAST	C&CO	131	8	1	3	4	3	5	2	1
PRINCETOWN	C	260	7	1	2	3	0	3	4	7
TORQUAY	SC	8395	4	2	1	0	2	1	10	7
WAARRE	C	13	4	1	3	4	4	5	1	1
GLENFYNE	C	85	5	1	2	3	4	5	3	1
MARENGO	CO	379	3	1	1	1	5	1	4	9
MURROON	CO	92	3	1	2	2	7	5	3	1
PARAPARAP	SC	106	5	1	3	4	0	5	4	1
WINCHELSEA SOUTH	SC	111	3	1	3	3	4	5	3	1
DEANS MARSH	SC	265	4	1	2	2	6	5	2	2
SIMPSON	C	377	10	1	2	1	0	5	5	4
GERANGAMETE	CO	122	6	1	3	4	0	5	2	1
PETTICOAT CREEK	CO	10	2	1	3	2	6	3	1	4
WATTLE HILL	CO	16	2	1	2	3	6	5	1	1
BAMBRA	SC	126	3	1	2	2	4	5	3	2
BARONGAROOK WEST	CO	164	6	1	2	1	4	5	4	1
SUGARLOAF	CO	17	2	1	3	2	6	5	1	1
COBRICO	C	72	4	1	1	2	0	5	7	1
COWLEYS CREEK	C	26	4	1	2	2	3	5	3	1
SOUTH PURRUMBETE	CO	83	4	1	1	2	0	5	4	4
BARRABOOL	SC	108	3	1	2	1	4	5	4	1
BUNGADOR	CO	53	5	1	3	3	0	5	2	1
COORIEMUNGLE	C	227	9	1	2	1	0	5	4	2
CAMPERDOWN	C	2149	2	1	1	0	0	5	9	3
YEODENE	CO	92	4	1	3	3	0	5	2	1
COLAC EAST	CO	248	1	1	1	0	0	5	10	2
CURDIEVALE	C	112	5	1	1	3	0	5	2	2
TERANG	C	1410	5	1	1	0	0	5	8	2
CURDIE'S RIVER	C	23	4	1	2	3	0	3	2	3
SKIPTON	C	459	2	1	1	1	0	5	6	3
BIRREGURRA	CO	665	3	1	1	0	0	5	6	4
NEWFIELD	C	52	5	1	2	3	0	3	2	2
PETERBOROUGH *	C	497	3	1	1	2	0	1	2	8

Locality	LG	No. of houses in locality	Ranked likelihood of fire reaching the town	Ranked average number of houses lost	Ranked total house loss / number of houses in town	Ranked likelihood of township experiencing substantial impact (>20% house loss)	Ranked Drop zone potential	Ranked access to large low fuel area (1 good, 3 poor, 5 none)	Ranked need for assistance Age/ Disability (total no. of people)	Ranked tourism factor
GLENORMISTON NORTH	c	68	2	1	1	2	0	5	4	2
TIMBOON WEST	c	34	4	1	1	3	0	5	2	1
BOORCAN	c	93	3	1	1	2	0	5	4	1
ELINGAMITE NORTH	c	58	5	1	1	2	0	5	3	1
SWAN MARSH	co	129	5	1	2	1	0	5	3	2
GNARWARRE	sc	131	2	1	1	0	4	5	4	1
LARRALEA	c	22	2	1	1	2	0	5	4	1
WINCHELSEA	sc	1353	4	1	1	0	0	5	7	1
YEO	co	80	2	1	1	0	4	5	4	1
BRUCKNELL	c	74	5	1	1	0	3	5	3	1
DIXIE	c	75	3	1	1	1	0	5	5	1
ELINGAMITE	c	35	3	1	1	0	3	5	4	1
EURACK	co	55	1	1	1	0	0	5	8	1
HEYTESBURY LOWER	c	34	3	1	1	3	0	5	1	1
NAROGHID	c	58	3	1	1	2	0	5	3	1
PIRRON YALLOCK	co	124	1	1	1	0	3	5	4	2
BOSTOCKS CREEK	c	62	2	1	1	2	0	5	3	1
BEEAC	co	348	1	1	1	0	2	5	5	1
BOOKAAR	c	121	3	1	1	1	0	5	4	1
BUCKLEY	sc	125	3	1	1	1	0	5	4	1
GARVOC	c	251	3	1	1	2	0	5	2	1
NOORAT	c	196	3	1	1	0	0	5	5	2
WURDIBOLUC	sc	62	3	1	1	0	3	5	3	1
DERRINALLUM	c	366	4	1	1	0	0	5	4	2
ECKLIN SOUTH	c	138	6	1	1	1	0	5	2	1
GNOTUK	c	55	2	1	1	1	0	5	4	1
KOLORA	c	139	2	1	1	2	0	5	2	1
MORIAN	sc	317	2	1	1	0	0	5	6	1
MOUNT MORIAN	sc	154	2	1	1	1	0	5	4	1
WARNOO	co	102	2	1	1	1	0	5	3	2
COBDEN	c	1083	5	1	1	0	0	5	3	2
COLAC WEST	co	114	1	1	1	0	0	5	5	2
FRESHWATER CREEK	sc	227	3	1	1	1	0	5	2	2
LISMORE	c	470	3	1	1	0	0	5	3	3
MANNERIM	c	77	1	1	1	0	0	5	6	1
NOORAT EAST	c	13	1	1	1	2	0	5	2	1
PAARATTE	c	20	5	1	2	1	0	5	1	1
BERRYBANK	c	64	2	1	1	1	1	5	2	1
BULLAHARRE	c	13	2	1	1	2	0	5	1	1
MOUNT DUNEED	sc	665	2	1	1	0	0	5	5	1
SKIBO	c	48	2	1	1	1	0	5	3	1
TESBURY	c	49	2	1	1	1	0	5	3	1
WINGEEL	co	26	2	1	1	2	0	5	1	1
CORAGULAC	co	106	1	1	1	0	0	5	5	1
CORUNNUN	co	81	1	1	1	0	0	5	5	1

Locality	LG	No. of houses in locality	Ranked likelihood of fire reaching the town	Ranked average number of houses lost	Ranked total house loss / number of houses in town	Ranked likelihood of township experiencing substantial impact (>20% house loss)	Ranked Drop zone potential	Ranked access to large low fuel area (1 good, 3 poor, 5 none)	Ranked need for assistance Age/ Disability (total no. of people)	Ranked tourism factor
INVERLEIGH	sc	818	3	1	1	0	0	5	2	3
MODEWARRE	sc	159	3	1	1	0	0	5	4	1
DARLINGTON	c	106	2	1	1	0	0	5	4	1
FOXHOW	c	47	2	1	1	0	0	5	4	1
GLENORMISTON SOUTH	c	76	2	1	1	0	0	5	4	1
MINGAY	c	31	2	1	1	1	0	5	2	1
VITE VITE	c	45	2	1	1	1	0	5	2	1
BREAMLEA	sc&g	134	1	1	1	0	0	3	1	6
COLAC	co	5402	1	1	1	0	0	5	3	2
KARIAH	c	48	3	1	1	0	0	5	3	1
LARPENT	co	139	1	1	1	0	0	5	4	1
LESLIE MANOR	c	59	3	1	1	0	0	5	3	1
OMBERSLEY	sc	79	3	1	1	0	0	5	3	1
POMBORNEIT NORTH	c	57	1	1	1	0	0	5	3	2
TANDAROOK	c	23	1	1	1	1	0	5	2	1
WARRION	co	155	1	1	1	0	0	5	4	1
WHOOREL	co	26	1	1	1	1	0	5	2	1
BRADVALE	c	58	2	1	1	0	0	5	3	1
MOUNT BUTE	c	54	2	1	1	0	0	5	3	1
STONYFORD	c&co	73	2	1	1	0	0	5	3	1
ALVIE	co	91	1	1	1	0	0	5	3	1
BALINTORE	co	55	1	1	1	0	0	5	3	1
CONNEWARRE	sc	543	1	1	1	0	0	5	3	1
COROROOKE	co	178	1	1	1	0	0	5	3	1
DREEITE	co	104	1	1	1	0	0	5	3	1
ELLMINYT	co	1377	1	1	1	0	0	5	3	1
IRREWARRA	co	247	1	1	1	0	0	5	3	1
ONDIT	co	101	1	1	1	0	0	5	3	1
PITTONG	c	40	1	1	1	1	0	5	1	1
POMBORNEIT	c	63	1	1	1	0	0	5	2	2
WEERITE	c	75	1	1	1	0	0	5	3	1
DUVERNEY	c	28	2	1	1	0	0	5	2	1
VITE VITE NORTH	c	37	2	1	1	0	0	5	2	1
WEERING	co	61	2	1	1	0	0	5	2	1
CHOCOLYN	c	48	1	1	1	0	0	5	2	1
CRESSY	c&co	253	1	1	1	0	0	5	2	1
KOALLAH	c	26	1	1	1	0	0	5	2	1
NALANGIL	co	52	1	1	1	0	0	5	2	1
POMBORNEIT EAST	c	31	1	1	1	0	0	5	2	1
WOOL WOOL	co	38	1	1	1	0	0	5	2	1
WERNETH	c	108	1	1	1	0	0	5	1	1

* Peterborough as a locality contains only 60 properties within Corangamite Shire, the remainder are in Moyné Shire.

Table 14 Detailed explanation of risk profile table column headers

Table heading descriptor	Score Definition - all scores are mathematically ranked 1 to 10 from raw data, with the exception of access to large low-fuel area which is ranked from 1 to 5
LG	Local Government area (sc – Surf Coast Shire, cos – Colac-Otway Shire, c – Corangamite Shire)
No. Houses per town	The number of houses within the footprint of the locality.
Av number of houses lost (ranked)	An average number of houses lost, drawn from the 10,000 simulated fires run across the landscape and how many houses burnt in the total simulation.
Total house loss / number of house in town (ranked) -	This column is based on the number of houses lost as a percentage of the total number of houses in the town. This column gives us an understanding of the vulnerability of the town/ settlement. It also gives a basic understanding on how survivable the town would be to seek shelter in.
Likelihood of fire to cause substantial impact to town	This figure is a ranking based on the number of fires that impacted a township or settlement that caused more than 20% of the house to be lost. This figure gives an understanding of which places are impacted at the greatest frequency by highly damaging fires.
Ranked Drop zone potential	This analysis helps us to understand the factors that could contribute to a major ember drop zone and the potential for damaging winds associated with terrain, vegetation, and fire weather. This work is still in development, but it is worth showing the ranked scale to help inform aspects of the risk profile. Understanding the potential here may have an important role to play, as the damaging nature of these effects were evident during Black Saturday.
Ranked access to a beach or large space of low fuel -	This element was included as a beach whilst not an ideal shelter in a major bushfire does provide an option for a number of towns that in effect could reduce the life loss potential compared to a township with no access.
Ranked need for assistance Age/ Disability (total number of people) -	This column is a simple representation of the number of people in a township or settlement that have either a disability, are less than 14 years old or more than 65 years old. This represents a component of susceptible people and research from Black Saturday found that not only these people, but the carers are at great risk from a major bushfire. (Blanchi R 2012)
Ranked Tourism factor	The degree to which the usual population of the town expands during the summer months, which also coincides with higher fire danger ratings - ranked As another major component of susceptible people, in some areas tourists form a substantial proportion of the population and this leads to those areas having a higher risk.

Appendix D Drop zone analysis

Drop zone analysis is important in understanding the bushfire risk and the potential for fire storm impact on each town. It is a new way of considering the factors that have seen the phenomenon of mass ember attack on townships during a bushfire.

Following the 2009 Victorian Black Saturday fires, Dr Kevin Tolhurst (and others) examined factors that led to the catastrophic outcomes at Marysville. The influence of terrain ruggedness and its interaction with convection on the development of potential fire storms at particular locations was investigated. Dr Tolhurst found that the catastrophic outcome at some locations on Black Saturday was strongly influenced by terrain factors - relatively long runs of steep uphill slopes supporting ember-generating vegetation within about 6kms of those locations from the direction of fire. This effect has been termed *drop zone*. Dr Tolhurst is preparing a report on the drop zone concept to the CFA. At the time of undertaking the risk analysis for this plan and writing the plan this report was not available.

Using the principles and methodology of this work and in discussion with Dr Tolhurst, the Otway Bushfire Planning Collaboration undertook a finer scaled analysis drop zone risk assessment across all localities of the Otway District, using the Marysville investigation as a benchmark (Ashton and Nagel 2015). The report prepared on this work describes the process of identifying drop zone potential for Otways towns as a component of township bushfire risk assessment. Drop zone work contributes to the risk analysis of each town and is used in addition to Phoenix RapidFire modelling and other risk analysis.

Factors examined in the Otway drop zone analysis were:

- the fire direction - a north west fire run potential and a south west fire run potential were analysed separately.
- from each of these fire aspects the amount of potential uphill run was calculated, this component considered the individual length and steepness of the uphill runs (as well as combined totals).
- These factors were overlayed where they intersected forested vegetation. The main premise of these characteristics is the potential for the generation of extensive convection columns, that have the potential to carry a vast ember loads. As these columns are susceptible to breaking down as the fuel or the slope alters significantly creating a mass launch zone, that potentially becomes susceptible to other winds that can take the embers to ground as an ember storm.
- The analysis was tabulated and ranked for each town, and is presented as part of the township risk assessment spreadsheet in the risk tables in the strategic fire plan

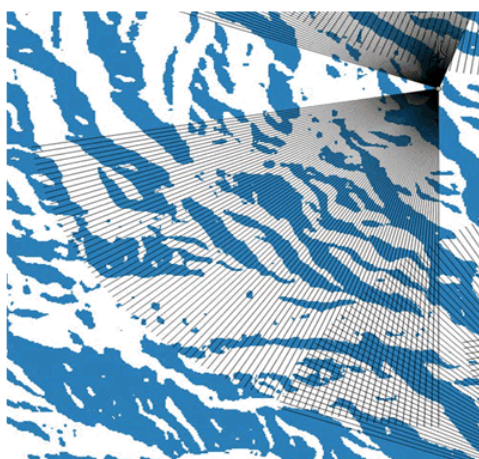


Figure 36 Illustration of landscape assessment for drop zone potential

This was achieved through data transfer from the selected input criteria, to a series of array lines emanating from a central point in the township or settlement.

This analysis is likely to be refined in future with the further input of Dr Tolhurst and the release of his report. It was determined that this initial work undertaken in the Otways was a valuable contribution to the analysis of the risk profile of this planning area and hence is briefly described here. Further detail is available in the report (Ashton and Nagel 2015).

3.7 Event Grant Program Funding Recommendations - 2017/2018 Round

Author's Title: Business Support Officer
Department: Economic Development & Tourism
Division: Environment & Development

General Manager: Phil Rowland
File No: F16/1393
Trim No: IC16/1368

Appendix:

Nil

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 award the funding for the 2017-2018 round of Major and Community Event Grants.

Summary

Council's Events Grants Program recognises the important role that events play in shaping the Shire's identity, prosperity and vitality by allocating funding to a range of major and community events each year. A significant number of events take place across the Surf Coast Shire each year. They provide an opportunity to increase off peak visitation and strengthen the local community and economy.

In total, 31 applications were received with the total amount of funding requested being \$206,050 including 18 submissions in the major events category and 13 submissions in the community events category. Due to the competitive nature of the program not all events are recommended to be supported.

The total recommended funding under the event grant program is \$98,500 for 2017/18 including \$87,500 for 16 major events and \$11,000 for 13 community events.

Two submissions under the major events stream were not recommended for funding as the submissions did not meet the assessment criteria, did not contain sufficient information or provide satisfactory budget descriptions.

Event organisers of the Trick or Treat Kidz Festival have advised that the event will not be held and are therefore not seeking an allocation of \$2,000 in 2016/17.

There is a separate Council report considering the Aireys Inlet open mic festival for signature event category funding. If successful, the recommendation for funding to this event in the major category needs to be withdrawn.

Recommendation

That Council:

1. Approve the recommended funding amounts in Table 2 for Major events and pre-allocate \$87,500 in the 2017/ 2018 budget to the event grants program.
2. Approve the recommended funding amounts in Table 3 for community events and pre-allocate \$11,000 in the 2017/ 2018 budget to the Event Grants Program.
3. In the event that the Aireys Open Mic Festival is supported through the signature event category of the event grant program, revise the recommended funding of \$7,000 for the event to \$0 in the Major events category and reduce the pre-allocation for major events in 2017/18 to \$80,500.
4. Advise all unsuccessful and successful grant applicants in writing.
5. Authorise the release of event grants program for 2018/2019 in September 2017.
6. Note that the community event which received funding under the event grant program at the 28 January 2016 Council Meeting, being Trick or Treat Kidz festival is no longer proceeding due to unforeseen circumstances.
7. Note the \$2,000 favourable budget variance expected to be realised at the end of the 2016 – 2017 financial year.

3.7 Event Grant Program Funding Recommendations - 2017/2018 Round

Report

Background

Council's events grants program recognises the important role events play in shaping the Shire's identity, prosperity and vitality by allocating funding to a range of major and community events each year. A significant number of events take place across the Surf Coast Shire each year. They provide an opportunity to increase off peak visitation and strengthen the local community and economy.

The event grants program guidelines outline the process for groups and organisations to apply for funding from Council for an event within the Shire. The Program provides funding in one the following categories:

- **Major Event** – A major event is one that may occur annually, biennially or a one- off event, is regional, State or nationally recognised. The primary evaluation is the generated economic return to Surf Coast Shire. Marketing and branding opportunities for Surf Coast Shire and its townships at a regional scale (or beyond) must also be displayed. Applicants in this category can seek funding from \$1,000 - \$10,000
- **Community Event** – A community event is often a smaller scale event that support participation and celebration of local communities that attract mainly a local audience. Economic and/ or marketing outcomes are not the main benefit for Council. Applicants under this category could seek funding up to \$5,000.

There is a third category of event in the events grants program for **Signature Events**. Event applications under the Signature events category do not form part of this report and will be dealt with separately.

All grant applications received were assessed by the following assessment criteria in table 1 below:

ASSESSMENT CATEGORY	CATEGORY DESCRIPTION	WEIGHTING	
		Major	Minor/ Community
Economic Development	Describe how the project stimulates visitation/tourism, involves local businesses and increases economic development opportunities for Surf Coast Shire residents & the extent of marking and promotion opportunities.	40%	10%
Social	Community benefits provided by the event – short and long term.	20%	35%
Cultural	The events contribution towards the development of arts & culture, networks, programs and/or projects.	20%	35%
Environmental Sustainability	Does the event plan for and contribute to positive environmental sustainable outcomes. Does the event adhere to the plastic wise policy.	20%	20%

Table 1: Event Grant Program Assessment Criterion for Major and Community events

Now in the program's third year there is evidence to show that event grant program has been effective in the in encouraging event from after Easter to early December. This has increased off season visitation and the economic impact of these events. Of the \$105M generated from events held across the shire in 2015/16, \$70M was generated during off peak accounting for two thirds of the overall impact. The Surf Coast Shire can now boast a viewing audience of over 32 million to over 160 countries and new events continue to be attracted to our region.

A 'Plastic Wise' policy was introduced in 2016 as part of the event application process. Event organisers were made aware of the importance of this policy which includes plastic purchasing, packaging, waste and recycling collection systems and clean-up practices. The numerous references in all applications to plastic wise and waste reduction activities demonstrates that event organisers are committed to delivering events with consideration to the environment.

Discussion

The current event grant program funding round opened on 5 September 2016 and closed on 10 October 2016. All applications included in this report are for the 2017/18 financial year. In total, 31 applications were received with the total amount of funding requested equalling \$206,050 in the following categories:

- 18 submissions in the major events category
- 13 submissions in the community events category.

3.7 Event Grant Program Funding Recommendations - 2017/2018 Round

The Event Grant Program is a highly competitive process for both the Major and Community Streams. The 2016/17 round was similarly competitive. In this year, a total of \$98,700 in event grants was allocated following the receipt of 23 submissions requesting almost \$250,000.

The evaluation process for all submissions is indicated in Figure 1 below.

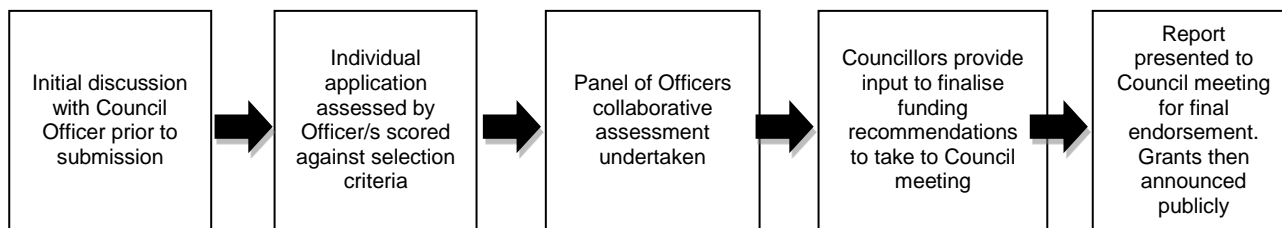


Figure 1: Event Grants Program Evaluation Process

An evaluation panel was formed which consisted of members of staff with relevant experience and knowledge of events. Submissions were rated individually against the key criteria and a score was provided based on the weighting. A collaborative meeting was then held to discuss individual scores and to come to a consensus on successful grants. Councillors then provided input into the process and the recommendations were finalised for consideration at a Council Meeting.

It should be noted that in assessing the submissions, not all event applications received a recommendation for the full amount requested. This is to allow a broader distribution of funds across events and to maintain a similar budget allocation as 2016/17 for next financial year.

Major Events

Table 2 below lists all applications received under the Major Events category. The nature of submissions received under the major event grants included, sports, arts and culture, music, and produce events. The total value of major event funding requested was \$162,580.

Major Events	Recommended Funding Amount
Anglesea Adventurethon	\$7,000
Surfcoast Century	\$7,000
Drinks Arts Food Torquay	\$7,000
Kids Activity Outdoors (KAOS)	\$6,000
Lorne Blues and Roots Festival (new)	\$7,000
Australian Indigenous Surf Titles	\$2,500
Impossible Paddle	\$1,500
Lorne Sculpture Biennale	\$10,000
RACV Great Ocean & Otway Classic	\$5,000
King of concrete – skate event (new)	\$5,000
Hunt and Gather	\$4,000
Surf Coast Trail Series	\$8,000
Love Winter in Aireys	\$3,000
Ravens Creek Spring and Autumn Fairs	\$2,500
Aireys Inlet Open Mic Festival	\$7,000
National Trust HeyDey Fashion event	\$5,000
Splash Children's Festival	\$0
Geelong Regional Producers	\$0
Total Major Events Funding	\$87,500

Table 2: Major Event grant funding recommendations for the 2017/18 budget

Two applications including Splash Children's Festival and Geelong Regional Producers were not recommended for funding as the submissions did not meet the assessment criteria, contain sufficient information or provide satisfactory budget descriptions.

3.7 Event Grant Program Funding Recommendations - 2017/2018 Round

- It is recommended that the funding amounts contained in Table 2 above for the major events category of the event grants program is approved and \$8,500 is pre-allocated for the 2017/2018 budget.

Community Events

A total of 13 submissions seeking \$43,470 were received for the community events stream as shown in table 3 below.

Community Event	Recommended Funding Amount
Art of the Minds – Torquay	\$1,000
Anglesea Anzac Day 2018	\$500
Lorne Carols on the Lorne 2017	\$500
Winchelsea Community Carols by Candlelight 2017	\$500
Deans Marsh Festival	\$1,800
Deans Marsh Winter Solstice	\$800
Deans Marsh Dog Trials	\$500
Holi Festival of Colour	\$1,200
Gnarwarre CFA 10 th Anniversary Festival (new)	\$1,700
Hells Bells Surfing Championships	\$800
Torquay Kite Festival (new)	\$1,000
Relay for Life	\$200
Torquay Carols by the Sea 2017	\$500
Total Community Events Funding	\$11,000

Table 3: Community Event grant funding recommendations for the 2017/18 budget

- It is recommended that the funding amounts contained in Table 3 above for the community events category of the Event Grants Program is approved and \$11,000 is pre-allocated for the 2017/2018 budget.

Cancelled event – Trick or Treat Kidz Festival

At its meeting on 28 January 2016 Council resolved to fund many events under the event grant program totalling \$88,700, including \$2,000 for the Trick or Treat Kidz Festival from the community grants category in the 2016/2017 financial year.

Event organisers of the Trick or Treat Kidz Festival have advised that they no will no longer be staging their event.

Given the grant was awarded by Council, there is a need for Council to formally acknowledge that \$2,000 in the event grant program budget will not be provided, resulting in a favourable variance for 2016/2017 financial year.

Financial Implications

This report contains a recommended funding amount of \$98,500. Endorsement of the individual event funding allocations through the resolution of this report will constitute a commitment by Council to pre-allocate \$98,500 in the 2017/18 budget. Of the \$98,500 recommended, \$87,500 has been recommended to major event grants with \$11,000 allocated to community event grants.

\$2,000 is recommended to be transferred to the unallocated cash reserve in 2016/17 relating to the Trick or Treat Kidz Festival, and \$7,000 is recommended to be transferred to the unallocated cash reserves in 2017/18 should the Aireys Open Mic Festival be awarded signature event funding. This would reduce the total Major event funding allocation to \$81,500.

Signature events will be considered under a separate report and are not dealt with in this report.

3.7 Event Grant Program Funding Recommendations - 2017/2018 Round

Council Plan

Theme 5 Development and Growth
Objective 5.3 Develop and grow sustainable year round tourism
Strategy 5.3.3 Improve the promotion of all major events and festivals across Surf Coast Shire.

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

Each event will be required to prepare its own event management plan which will also identify risks and mitigating actions. Staff in the events unit will work with event holders to ensure all required permits are in place. Events being held on land not under the control of Council are required to display evidence of permits being in place.

All applicants are required to provide evidence of adequate public liability and certificates of currency as part of the criteria for funding.

Part of the assessment also included the 'fit' with Council's principles to ensure all events supported did not conflict with key values.

Social Considerations

Social considerations have been considered as part of the assessment process which carried a 20% weighting for major and 35% for the minor/ community. Applicants were asked to identify the social benefits of the event as part of their application.

Community Engagement

The following community engagement was carried out:

- Grants workshop held to educate prospective applicants on how to write a good application, plastic wise policy and acquitting a grant
- information with application form and guidelines placed on Council's website and through Facebook
- email sent to database of current event holders, to alert stakeholders to the program
- email sent to Torquay, Anglesea, Aireys Inlet, Lorne and Winchelsea Trader groups advising of program
- information on program contained in the Economic Development and Tourism newsletter
- adverts in the Surf Coast Times to promote the funding round (frequent)
- notification sent to community groups to inform of the programs open and closing dates.

The program was advertised in the local paper, emails sent to past recipients, advertised through Council's website and facebook and through information sent to the various community groups. Further to this, event organisers were encouraged to contact the Council to discuss their applications to give them guidance in the correct stream and our plastic wise policy.

In the lead up to the current funding round a grants information session was held to convey key messages and tips for interested parties. The purpose of the session was to educate and inform people on writing submission to maximise their effectiveness, the newly adopted plastic wise policy, and general information on acquitting grant funding.

Environmental Implications

The event grants program seeks to fund events in the off peak season from post Easter to mid-December to encourage a reduction in the intensity of events taking place over the summer period.

Environmental sustainability of events contained a 20% weighting in the evaluation criteria and Plastic Wise Policy to be adhered.

3.7 Event Grant Program Funding Recommendations - 2017/2018 Round

Communication

Successful applicants will be sent a letter confirming the amount of funding awarded. Unsuccessful applicants will be sent a letter advising their submission did not receive funding.

A media release will be issued containing details of successful events.

Conclusion

The event grants program was opened on the 5 September 2016 with submissions closing on the 10 October, 2016. A total of 31 submissions were received and assessed with 16 submissions recommended to receive funding under the major events stream and 13 under the community stream.

The total recommended funding under the event grant program is \$98,500 for 2017/2018 including \$87,500 for sixteen major events and \$11,000 for thirteen community events.

The Trick or Treat Kidz Festival will not be held and the \$2,000 allocated to this event will not be spent, resulting in a favourable variance for 2016/2017 financial year.

If the Aireys Open Mic Festival receives funding under the signature events program, the recommended funding for this event from the major events category should be withdrawn bringing the total major event funding for 2017/2018 to \$81,500.

3.8 Rip Curl Pro Bump In / Bump Out Audit

Author's Title: Manager Environment & Community Safety

General Manager: Phil Rowland

Department: Environment & Community Safety

File No: F16/561

Division: Environment & Development

Trim No: IC16/1310

Appendix:

1. Rip Curl Pro Bump In/Bump Out Audit Report Response (D17/6554)
2. Draft Minutes for the Bells Beach Committee, Meeting 5 - 21 November 2016 (D17/6553)

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 note that the Rip Curl Pro Bells Beach Bump-In/Bump-Out Audit has been completed and the actions that are now being implemented.

Summary

The Rip Curl Pro is held annually around the Easter long weekend and is one of Surf Coast's and Victoria's most important major events.

In response to commitments made in its 2015 approved Coastal Management Plan, Council engaged Otium Planning Group P/L to undertake an audit during the 2016 Rip Curl Pro to assist with identifying potential operational improvements to the event. The audit has concluded that Surfing Victoria has developed an event implementation plan that delivers a high quality event and also identified a number of opportunities to potentially increase the efficiency, safety and long term viability of the event.

Council and Surfing Victoria are implementing the key recommendations of the audit. In addition to the Audit recommendations, Council has commenced discussions with Surfing Victoria and World Surfing League on how the event could build on the current high standards of environmental protection at the reserve and how environmental leadership can be further demonstrated at the event.

Recommendation

That Council notes the completion of the Rip Curl Pro Bump In/Bump Out Audit and the responses to it.

3.8 Rip Curl Pro Bump In / Bump Out Audit

Report

Background

The Rip Curl Pro has been held at Bells Beach since 1962 and is the world's longest running competitive surfing event. It is one of Surf Coast's and Victoria's most important major events with significant local, state and national benefits.

Because the event is held partly on Council freehold land and Crown land managed by Council, it requires a licence between Council and Surfing Victoria (SV) who stages the event on behalf of the World Surfing League (WSL). The licence permits Surfing Victoria to use the reserve for 47 days, commencing 25 days prior to Good Friday until 21 days after Good Friday. The event management is complex, in part because it is held in an area with high environment and cultural sensitivities.

Community engagement during preparation of the 2015 Coastal Management Plan (CMP) highlighted concerns about some elements of the event such as the length of the bump in (setup) and bump out (dismantling), inconvenience to local surfers, environmental sustainability of the event, traffic congestion and impacts on the reserve. The Council approved CMP subsequently committed Council to undertake an independent audit of the bump in/bump out for the Rip Curl Pro to assist with identifying potential improvements (CMP, Table 5, Action 5).

Council engaged Otium Planning Group P/L to undertake the audit during the staging of the 2016 Rip Curl Pro. The audit involved reviewing the current event management plan, reviewing events of similar scope with similar challenges, meeting with Surfing Victoria and Council staff and multiple site inspections over the course of the event. This work was undertaken by Otium with the understanding of the conditions and directions set by the existing licence and the Vision, Principles, Values and Outcomes set by the CMP.

Discussion

The Rip Curl Pro Bells Beach, Bump-In/Pump-Out Audit, Final Report, July 2016 (the audit) concluded that SV has developed an event implementation plan that delivers a high quality event on an annual basis meeting all of the criteria of the licence. The audit also identified a number of opportunities to potentially increase the efficiency and long term viability of the event. Otium also highlighted an opportunity to reduce safety risks by restricting the ability for the public to move through construction site areas and the reduction of trip hazards.

Since the audit was completed Council and SV have been taking a number of actions on the issues, opportunities and key recommendations in the report. SV needs to liaise regularly with WSL regarding any significant changes to the event and because WSL is based in the United States this adds a level of complexity that SV and Council are working through. WSL have to date been supportive of the audit actions being taken.

Attachment 1 summarises actions being taken in response to the key recommendations.

Changes made for the staging of this year's event will be evaluated and guide further improvements for the coming years. Surfing Victoria and Council are confident that the changes proposed for 2017 will lead to a reduction in the total days required for the bump in/bump out. We will have a much better understanding of how much time can be reduced after the 2017 event.

Over the longer term, improvements made as a result of the audit will be incorporated into the terms and conditions of any new licence to stage the event. The current licence expires on 1 January 2019. The 2017 and 2018 events will be run under the conditions of the current licence. Events beyond 2019 will require a new licence.

Financial Implications

Implementation of most of the recommendations will come at no cost to Council, as they will be undertaken by Surfing Victoria.

Ultimately changes to the staging of the event may benefit from infrastructure changes in the reserve and these are being investigated. These costs would be funded in part or completely by Council. The possible need for infrastructure changes was included in the 2015 CMP, and Council has budgeted for the implementation of the CMP over 2016/17 and 2017/18.

3.8 Rip Curl Pro Bump In / Bump Out Audit

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	1 Environment
Objective	1.1 Preserve and enhance the natural environment
Strategy	1.1.3 Protect and enhance biodiversity in Nature Reserves
Theme	2 Governance
Objective	2.1 Robust risk management framework and processes
Strategy	2.1.2 Stocktake of leases, licences and agreements with a risk focus.

Policy/Legal Implications

Any changes made in response to the Audit will be consistent with the licence for the event, issued under the provisions of the Crown Land (Reserves) Act 1978 and the Council and State approved 2015 CMP.

Officer Direct or Indirect Interest

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

Risk Assessment

The audit highlighted that the previous bump in/bump out arrangements created work site Occupational Health and Safety risks that could be reduced by greater public access restrictions during the bump in and out. Whilst these access restrictions may increase the risk of dissatisfaction from some public members as access to a small number of car spaces in the Bells Beach carpark will be temporarily restricted, the changes could reduce the overall bump in/out duration. Access to the public toilets and the beach will be maintained throughout the bump in/out period.

Social Considerations

The Rip Curl Pro is one of the most important tourism events on the Victorian major events calendar with multiple benefits at a national, state, regional and local scale. During development of the Coastal Management Plan, concerns were raised about the impacts of staging the event, in particular, the time taken and how disruption to the local surfers who regularly use the reserve could be minimised. The audit makes recommendations in response to these concerns.

Community Engagement

Extensive community engagement (workshops and public hearings) during the development of the Coastal Management Plan gave Council a sound understanding of the community interests relating to the staging of the Rip Curl Pro and this information was provided to Otium.

There was no broad community engagement undertaken as part of the audit process. Council's Bells Beach Committee was involved in drafting the consultant's brief, encouraged to meet Otium staff out on site during the audit and has also discussed the audit report and responses at its November 2016 meeting (refer to Attachment 2, Bells Committee Minutes).

Environmental Implications

Implementation of the Audit recommendations will assist with ongoing efforts to stage the Rip Curl Pro without resulting in any environmental damage. The event has implemented a number of environmental leadership initiatives in the past and SV, WSL and Council are interested in delivering further environmental leadership initiatives in the future. The details of the environmental initiatives are being worked through with SV and WSL. The event will be a Plastic Wise Event in accordance with Council's Plastic Wise Policy.

Communication

Council will continue to update the Bells Beach Committee on implementation of the Audit's recommendations.

Interested community members will be kept informed by updated communications during the staging of the event, and Council's website will be kept up to date.

3.8 Rip Curl Pro Bump In / Bump Out Audit

Conclusion

In response to commitments made in its 2015 approved CMP, Council engaged Otium Planning Group P/L to undertake an audit during the staging of the 2016 Rip Curl Pro. The audit has concluded that SV has developed an event implementation plan that delivers a high quality event on an annual basis meeting all of the criteria of the license. Otium also identified a number of opportunities to potentially increase the efficiency and long term viability of the event. Otium also highlighted an opportunity to reduce safety risks by limiting the ability for surfers/visitors to move through construction site areas and the reduction of trip hazards.

Implementation of the recommendations of the Rip Curl Pro Bump In/Bump Out Audit is underway with a number of changes being incorporated into the staging of the 2017 event. In addition to the Audit recommendations, Council is in discussion with SV and WSL on how the event could build on the current high standards of environmental protection at the reserve and how environmental leadership can be demonstrated at the event.

3.8 Rip Curl Pro Bump In / Bump Out Audit

APPENDIX 1 RIP CURL PRO BUMP IN/BUMP OUT AUDIT REPORT RESPONSE

Attachment 1 - Rip Curl Pro Audit Summary of Priority Recommended Actions and Surfing Victoria and Council Responses

Recommendation (Otium)	Proposed Action (Otium)	Surfing Victoria and Council Responses
1. Detailed Project Plan	Utilise the expertise of the SCSC to develop a robust, detailed project schedule that can be used to drive decisions and be used as a communications tool	1. SV Operations Manager has completed a project management course. 2. Council Project Management staff worked with SV on the detailed project plan. 3. The detailed project plan, including the critical pathway, was completed by December 2016. 4. The detailed project plan will be used to trial improved bump in/bump out organizational steps such as: a) the provision of a new fenced pedestrian walkway to enable reserve users to access the toilets and hammerhead steps without walking through the works site. b) up to seven days where the lower Bells car park will be closed to public vehicles to enable more rapid set up of major pieces of infrastructure and improved safety. c) alternative infrastructure options. 5. The 2017 Pro will be evaluated to determine if the operational changes have led to improvements in the bump in/bump out. This evaluation will inform continued future improvements.
2. Upgraded Communications Plan	Develop an upgraded, more comprehensive communications plan and delivery budget that is co-owned by all stakeholders	1. An upgraded Communications Plan has been completed, and will be included in this year's Event Management Plan. 2. There will be improved public notification of disruptions during the bump in/bump out, including the use of onsite messaging and social channels.
3. Budget Clarification	SV to work with WSL to finalise a detailed operational delivery budget allocation as early as possible to ensure all expenditure can be utilized in the most efficient manner	1. The new detailed project plan is assisting SV to source quotes earlier and consider new supply options. This will better inform decisions made with WSL (note that WSL has final sign off on expenditure, increasing the complexity of implementing changes).
4. New Supplier Procurement Process	"Go to market" early to evaluate what is available and the efficiencies that may be gained with the	1. SV is having discussions with various suppliers and the WSL about changed procurement and supply processes.

	<p>temporary infrastructure and explore the opportunity to reduce the overall time – eg is it better to spend more or have more efficient equipment and processes. This may also add to the long term sustainability of the event if costs can be locked in for a period</p>	<p>2. Changes adopted in 2017 will be evaluated after the 2016 event.</p>
<p>5. Permanent Infrastructure Upgrades</p>	<p>Explore the opportunities and benefits that may be able to be realized through the upgrade and relocation of some of the permanent below surface infrastructure</p>	<p>1. As new infrastructure is being considered or trialled, permanent infrastructure requirements are unknown at this stage.</p> <p>2. Council has funds under the Coastal Management Plan to implement infrastructure changes if they are consistent with the CMP and will improve the staging of events at Bells.</p>

3.8 Rip Curl Pro Bump In / Bump Out Audit

APPENDIX 2 DRAFT MINUTES FOR THE BELLS BEACH COMMITTEE, MEETING 5 - 21 NOVEMBER 2016



**DRAFT MINUTES FOR THE BELLS BEACH COMMITTEE
MEETING 4
21 November 2016
5.45 PM – 7.45 PM**

PRESENT:

Sandra Ahlquist (Chair), Cr. David Bell, Adam Robertson (Surfing Victoria), Cahill Bell-Warren, Dave Mathews, Andrew Cherubin, Graeme Stockton and James Dean (6.20pm).

APOLOGIES:

Bryon Powell (Wathaurung Aboriginal Corporation).

IN ATTENDANCE:

Other people in attendance were Rowan Mackenzie (Manager, Environment and Community Safety, SCS), Ross Lister, (Project Management, SCS) and Gabrielle O'Shea (Environment Officer, SCS).

CONFIRMATION OF MINUTES:

Minutes of Meeting 4 on 1 August 2016 were confirmed

DECLARATIONS OF PECUNIARY INTEREST:

NA

GENERAL BUSINESS

1. Works update

An update was provided and discussion occurred on:

- a) New viewing platform at the former helicopter landing area. The majority of the new viewing area has been completed and it is looking good and we are receiving positive feedback. There were delays of around 6 weeks due contractor health issues, but we were still able to work in with Rip Curl doing the planting as part of their Planet Day activities. The bike racks are still to go in and after discussion with the committee Council will try black powder coating the galvanised steel and spray paint if chipped.
- b) Line marking of Bells car park. It was confirmed that the line marking will go ahead as per the plan circulated at the Committee's previous meeting. This will happen shortly followed by education and then enforcement of car parking requirements.
- c) Planet Day 2017. Rip Curl held its 17th Planet Day in early October with around 25 staff working in the reserve for two days hand weeding African Weed Orchid, applying brush matting, spreading mulch around revegetation areas and planting out the new viewing area and erosion sites. Their staff also worked at other coastal reserves in Torquay on these days. The commitment and contribution of Rip Curl staff to these environmental works is greatly appreciated.
- d) Surf Rider and SANE working bees. Our local Surf Rider Foundation group had a working bee to collect litter and SANE continued to focus on African Weed Orchid removal. Thanks to these community groups for their ongoing hard work.

Action: Graeme Stockton to forward Adam Robertson details of future community group working bees for circulation amongst local surfing groups.

2. Upcoming works

Ross Lister outlined upcoming works and these were discussed by the Committee:

- a) Widening of the pathway in Winki Pop and changed car park layout. Survey of the site has been completed and a preliminary concept plan produced. A draft concept plan will be circulated to the Committee. If wheel stops are used then fewer changes to the kerb will be required, keeping the costs down. For the line marking, it is planned to widen bays that don't meet the current standard and to change the angle of bays so the same number of spaces can be achieved while widening and adding crossing points.
- b) Winki traffic island fencing. The contractor has quoted on the works and they will be completed prior to Christmas. This will help with managing toileting issues and trampling of new plants. The use of sustainably grown and harvested timber was discussed.
- c) Treatment of the steep gravel sections alongside the concrete path leading to the Winki lookout and steps. Different treatments are being considered to deal with the ongoing washout of these areas and pedestrian slipping risks from pebbles washing onto the path. The path is also 1.5m wide when it should be a minimum of 1.8m. There was discussion on possible treatments such as wood inlays and concreting of edges. There was support for considering overall narrowing of the width of the fenced walkway down to 2.4m (this would allow for a 1.8m wide path with 0.3m space on both sides of path to enable people to walk without the fence obstructing their arms/surf boards), installing a new exposed aggregate path to 1.8m wide (poured over the top of the existing path), and revegetation of the approximately 1.5m wide gravel strips no longer required for the pathway edges. This will require further design and cost estimates which will be provided to the Committee.
- d) Base of the Bells steps. There has been a structural inspection of the base of the steps due to new areas of erosion. It appears that the erosion is occurring into previously imported fill. Results will be known soon and will inform whether any remedial works are required.
- e) Rock wall extension installed in 2014. For the first time since this rock wall was extended at the base of the Bells headland, there was enough flow down the creek to test the wall. It looked to function as designed with the wall deflecting the water to prevent further erosion pressure on the cliff base.

Action: Ross Lister to circulate draft Winki Pop car park design to the Committee when it becomes available.

Action: Ross Lister to investigate changes to the steep gravel edges of the pathway to the Winki Pop lookout and steps, and circulate design options and costs to the Committee.

Action: Gabrielle O'Shea to investigate sustainable procurement guidelines for the purchase of materials for use in works at Bells and circulate this information to the Committee.

Council Action: Once guidelines for sustainable procurement are agreed, Council to use these guidelines in day to day management of Bells.

3. Rip Curl Pro bump in/bump out Audit

The audit was received in June 2016 and Surfing Victoria and Council have been working on a response to the recommendations of the audit.

Adam Robertson outlined key recommendations that Surfing Victoria is working on which include:

- a) Preparation of a detailed project plan of all activities associated with the bump in/bump out, which will facilitate improved decision making and efficiencies.
- b) Closure of the Bells car park to vehicles for up to 7 days during the bump in/bump out. Pedestrian access will be provided for on the edge of the work zone to enable access to the toilets and the Bells steps. Closure to vehicles will improve safety and should speed up the bump in/bump out.
- c) Improved public notification of disruptions during the bump in/bump out including the use of onsite messaging and social channels.

Surfing Victoria is confident the changes will lead to a reduction in the total days required for the bump in/bump out, and this will be monitored during the 2017 event. Adam also advised that the infrastructure in the Winki Pop car park should remain the same during 2017 compared to previous years even if that break is used more often. Effective crowd management will be a key to controlling any potential environmental impacts associated with competition surfing at Winki Pop.

Action: Surfing Victoria to continue to work on implementing the recommendations of the Audit.

Council Action: Council to prepare a summary of actions being undertaken in response to the audit and make this publically available.

Action: Surfing Victoria and Council to monitor the Pro during 2017 and report back on the impacts the trialled changes have had on the bump in/bump out, particularly the duration.

4. Events update

A summary of events held during 2016 and the known dates for 2017 were tabled (Attachment 1).

The issue of rubbish connected with events was raised, including temporary trail markers which are not all collected.

Council Action: Council to discuss the management of rubbish generated by events and request organisers find alternative products and/or improve clean up post events.

5. Other business

- a) Councillor Representatives for the Bells Beach Committee. The Councillor Representatives will be nominated on Tuesday 22 November 2016.
- b) Illegal camping at Bells. Committee members advised that illegal camping seems to be increasing. Officers advised that our local laws team will be doing more enforcement on this once the line marking has been changed and they start enforcing parking conditions.

Council Action: Officers to advise the Local Laws team that illegal camping at Bells seems to be increasing.

Meeting close

The meeting closed at 7.45 pm.

NEXT MEETING

Monday 20 February 2017, 5.30 PM, Shire offices for a 5.45 PM start

Other meeting dates for 2017 – 22 May, 28 August and 27 November.

ATTACHMENT 1. Events during 2016 and known proposed events 2017

Events at Bells Beach Surfing Recreation Reserve 2016

Date	Event	Organiser
15 January	Bells Bash Cliff Run	Jan Juc Lifesaving Club
22 March - 5 April	Rip Curl Pro including trials	World Surfing League and Surfing Victoria
9 April	Surf Coast Trek	Give Where you Live
20 to 22 May	Australian Indigenous Surfing Titles	Surfing Victoria
18 OR 19 June	Hells Bells	Torquay Boardriders Club
26 June	Surf Coast Trail Marathon	Tour de Trails
20 August	Aggregate 4 - Torquay Boardriders Club	Torquay Boardriders Club
3 & 4 September	TOLL Victorian Open Series Round 5	Surfing Victoria
3 September	Surf Coast Century	Rapid Ascent
8 October	Aggregate 5 - Torquay Boardriders Club	Torquay Boardriders Club
29 October	Aggregate 6 - Torquay Boardriders Club	Torquay Boardriders Club
28 November	Afterglow Night Trail Run	Tour de Trails

Events proposed for Bells 2017

Date	Event	Contingency date (if applicable)	Organiser	Comment
13 January	Bells Bash (cliff top run)	NA	Jan Juc Surf Lifesaving Club	Fun runs of various lengths starting and finishing at Jan Juc Lifesaving Club, passing through Bells on the Surf Coast Walk trail http://janjucsurfclub.com.au/bells-bash/event-information/
14 & 15 January	Subway Pro Junior	NA	Surfing Victoria	Two day junior competition. Breaks not in use for the event may be used by surfers not participating in the competition. More details at https://www.surfingaustralia.com/states/vic/events/subway-pro-junior-bells-beach-victoria .
20 March to 5 May	Rip Curl Pro 2017	NA	Surfing Victoria	Set up for this event will be from 20 March to 8 April. Surfers can continue to use the breaks at Bells and Winki during setup for the Rip Curl Pro but there may be access and parking restrictions. Rip Curl Pro Trials 2017 , 9 & 10 April. The Trials will make use of one of the breaks within the Bells reserve. The break used will be determined by the conditions on the day and may vary. Breaks not in use for the Trials may be used by surfers not participating in the event. Rip Curl Pro 2017 , 12 to 24 April. The Rip Curl Pro will be held sometime over these dates, with the surfing conditions determining the actual times, days and break used. Refer to the World Surfing League website http://www.worldsurfleague.com/ for live updates during the event. The breaks not in use for the competition may be used by surfers not participating in the Pro, but note there will be access restrictions. Rip Curl Pro pack up , 25 April to 5 May. During these dates infrastructure for the Pro will be dismantled. Surfers can continue to use the breaks at Bells and Winki during this time but there may be access and parking restrictions.
26 to 28 May	Australian Indigenous Titles 2017	NA	Surfing Victoria	Three day competition. Breaks not in use for the event may be used by surfers not participating in the competition. More details will become available at https://www.surfingaustralia.com/states/vic .
2 & 3 September	TOLL Victorian Open Series Round 3 & Victorian Teams Titles 2017	NA	Surfing Victoria	Two day competition. Breaks not in use for the event may be used by surfers not participating in the competition. More details will become available at https://www.surfingaustralia.com/states/vic .
9 September	Surf Coast Century	NA	Rapid Ascent	Trail running event with runners passing through Bells on Surf Coast Walk at various times of the day. More information at http://rapidascent.com.au/SurfcoastCentury/

4. CULTURE & COMMUNITY

4.1 SCS-015 Control of Noise from Recreation Reserves Policy Review

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

Department: Recreation & Open Space Planning **File No:** F12/406

Division: Culture & Community **Trim No:** IC17/14

Appendix:

1. SCS-015 Control of Noise from Recreation Reserves Policy (D17/8189)

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 a revised Control of Noise from Recreation Reserves Policy (SCS – 015) for Council approval.

Summary

Council's Control of Noise from Recreation Reserves Policy (SCS-015) was created in August 2011 and was due for review in June 2014. The review has been delayed while the Environment Protection Authority Victoria (EPA) has been undertaking a review of statutory policies and guidelines relating to the management of noise in Victoria which began in 2014.

The policy applies to Council owned and/or managed recreation reserves only. The policy does not apply to land that Council does not own and/or manage (i.e GORCC, PV). In this instance the EPA/State Environment Protection Policy (SEPP) legislation applies under the Environmental Protection Act 1970. Each individual land manager is responsible for upholding this legislation where relevant.

One of the policies being reviewed by the EPA is the State Environment Protection Policy No. N2 – Control of Music Noise from Public Premises (SEPP-N2) with a report to be released early 2018. The report will provide guidelines for local government regarding the control of noise from recreation reserves.

There have been minimal complaints relating to the control of noise from recreation reserves since the implementation of the policy demonstrating that the current policy is working effectively.

Only minor changes to the current Control of Noise from Recreation Reserves Policy have been recommended to assist with compliance of liquor licence legislation and the existing SEPP-N2. It is recommended that a further review of the policy be undertaken by 30 June 2018 after the EPA review of the State Environment Protection Policies for noise in Victoria is complete and report released.

Recommendation

That Council;

1. Adopt the revised Control of Noise from Recreation Reserves Policy as attached at Appendix 1.
2. Note the Control of Noise from Recreation Reserves Policy will be reviewed again by 30 June 2018 after the Environment Protection Authority Victoria (EPA) review of the State Environment Protection Policies (SEPPs) for noise in Victoria is complete.

4.1 SCS-015 Control of Noise from Recreation Reserves Policy Review

Report

Background

Council's Control of Noise from Recreation Reserves Policy (SCS-015) was created in August 2011 and was due for review in June 2014 and has been delayed whilst the Environment Protection Authority Victoria (EPA) have been undertaking a review of statutory policies and guidelines relating to the management of noise in Victoria.

The policy applies to Council owned and/or managed recreation reserves only. The policy does not apply to land that Council does not own and/or manage (i.e GORCC, PV). In this instance the EPA/State Environment Protection Policy (SEPP) legislation applies under the Environmental Protection Act 1970. Each individual land manager is responsible for upholding this legislation where relevant.

A review of the existing Control of Noise from Recreation Reserves Policy has been undertaken by Council's Environmental Health, Events and Recreation and Open Space Planning teams with minor changes recommended.

Discussion

Environment Protection Authority Victoria (EPA) and the Department of Environment, Land, Water and Planning (DELWP) are currently reviewing the following statutory policies and guidelines for the management of noise in Victoria:

- State Environment Protection Policy (Control of Noise from Industry, Commerce and Trade) No. N-1 (SEPP N-1)
- State Environment Protection Policy (Control of Music Noise from Public Premises) No. N-2 (SEPP N-2)
- EPA guideline: Noise from Industry in Regional Victoria (NIRV).

An initial discussion paper on the policy review for the State Environment Protection Policies (SEPPs) for noise was released in 2014, and the EPA received a number of submissions to this paper from local government authorities. In late 2015 the EPA established the Noise External Reference Group (NERG) to assist in the development of policy options with representatives from eight councils.

During the review it was identified that many Victorian councils experience challenges with the existing noise SEPPs, NIRV and associated guidelines. Specifically, councils raised concerns regarding resource availability and costs, complexities of assessment and enforcement under the noise policies/guidelines and uncertainty around regulatory responsibilities.

In response to these concerns EPA is undertaking a review of each noise policy with a report and guidelines for local government to be released by early 2018.

There have been minimal complaints relating to the control of noise from recreation reserves since the implementation of the policy demonstrating that the current policy is working effectively. Minor improvements have been made to the revised policy to ensure compliance with liquor licence legislation and the SEPP-N2 to ensure the protection of the amenity of residents living adjacent to Council owned and managed recreation reserves from high levels of noise.

It is recommended that a further review of the policy be scheduled for 30 June 2018 after the EPA review of the State Environment Protection Policies for noise in Victoria is complete and report released.

Financial Implications

Not applicable

Council Plan

Theme	3 Communities
Objective	3.3 Preservation of peaceful, safe and healthy environments
Strategy	3.3.1 Monitor and enforce where required relevant legislation to ensure a safe and peaceful community including residential amenity, safety in public places and community liveability.

4.1 SCS-015 Control of Noise from Recreation Reserves Policy Review

Policy/Legal Implications

The revised policy will better assist with compliance of the *Liquor Control Reform Act 1998* and the *State Environment Protection Policy No. N2 – Control of Music Noise from Public Premises (SEPP-N2)*.

Officer Direct or Indirect Interest

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

Risk Assessment

There are no risks associated with any recommendations from this report.

Social Considerations

There have been minimal complaints in relation to the control of noise from recreation reserves which demonstrates that the existing policy is working effectively. The revised policy with minor changes will ensure the protection of residents living adjacent to Council owned and managed recreation reserves from high levels of noise.

Community Engagement

Not applicable.

Environmental Implications

There are no environmental implications associated with any recommendations from this report.

Communication

The Control of Noise from Recreation Reserves Policy will be circulated throughout the organisation including distribution to Section 86 Committee's of Management.

Conclusion

The revised Control of Noise from Recreation Reserves Policy will provide an increased level of protection of the amenity of residents living adjacent to Council owned and/or managed recreation reserves from high levels of noise. The policy will provide greater clarity and direction for Councillor's, the organisation and Section 86 Committee's of Management.

4.1 SCS-015 Control of Noise from Recreation Reserves Policy Review

APPENDIX 1 SCS-015 CONTROL OF NOISE FROM RECREATION RESERVES POLICY

COUNCIL POLICY



Control of Noise from Recreation Reserves	Document No:	SCS - 015
	Approval Date:	24 January 2017
	Approved By:	Council
	Review Date:	June 2018
Responsible Officer: Manager Recreation Planning and Open Space	TRIM Reference:	D17/8173
Authorising Officer:	Chief Executive Officer	

1. Purpose

This policy is to provide direction on the control of noisy activities taking place on recreation reserves that are owned or managed by Council.

2. Scope

This policy will assist with compliance of the State Environment Protection Policy No. N2–Control of Music Noise from Public Premises (the “SEPP-N2”) and to ensure protection of the residents living adjacent to Council owned and managed recreation reserves from high levels of noise.

3. Application

This policy will apply to all employees, Section 86 Committees of Managements and sports clubs who hire out all or part of recreation reserves including public halls and social rooms. It will also apply to the use of social rooms by clubs.

4. Definitions

Liquor Licence - A licence issued under the *Liquor Control Reform Act 1998*

5. Policy

The use of musical instruments and any electrical amplified sound reproducing equipment including a stereogram, radio, television and public address systems are not permitted on recreation reserves during these times:

Outdoor Venues

Monday to Thursday	before 7am and after 10pm
Friday	before 7am and after 11pm
Saturday and Public Holidays	before 9am and after 11pm
Sunday	before 9am and after 10pm
New Year's Eve	before 9am and after 1am on the next morning (New Year's Day)

Indoor Venues

Monday to Thursday	before 7am and after 11pm
Friday	before 7am and after 12 midnight
Saturday and Public Holidays	before 9am and after 12 midnight
Sunday	before 9am and after 11pm
New Year's Eve	before 9am and after 1am on the next morning (New Year's Day)

All non-emergency mechanical equipment other than that used for refrigeration, air conditioning and heating are not permitted to operate during these times.

All activity including cleaning up and closing down at outdoor and indoor venues is to cease within one hour of the times listed in the above tables.

Council may allow later operations where it is satisfied that music from the premises will be inaudible within all noise sensitive areas or is of special social significance. Applications to allow later operations must be submitted in writing and the applicant must notify residents living within a 200 metre radius of the location where the activity or event will occur.

If there is inconsistency between SEPP-N2, any relevant Liquor Licence issued for the premises or activity and this Policy, SEPP-N2 and the Liquor Licence takes precedence.

A liquor licence will generally state the allowed times that liquor can be served and a statement about compliance with SEPP N2 and not causing amenity issues in the area.

6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location

7. Attachments

Not applicable.

8. References

S.86 Committee Delegations.

4.2 G21 Motocross Land Suitability Assessment

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

Department: Recreation & Open Space Planning **File No:** F14/1532

Division: Culture & Community **Trim No:** IC16/1164

Appendix:

1. Motocross Timeline of Key Events (D16/121373)
2. RLB Motocross Quantity Survey Estimate September 2016 - Option 1 (D16/117574)
3. RLB Motocross Quantity Survey Estimate September 2016 - Option 2 (D16/117573)

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:

Purpose

The purpose of this report is to provide the current status of the G21 Motocross Land Suitability Assessment and recommend a future direction for Council's involvement.

Summary

A confidential G21 Motocross Land Suitability Assessment was commissioned by the City of Greater Geelong in 2016 on behalf of G21 (Geelong Region Alliance). The Assessment was undertaken in response to the recent closure of local motocross facilities and displaced motocross clubs seeking relocation.

The G21 Motocross Land Suitability Assessment has identified 24 potential sites within the G21 region, with six (6) sites being shortlisted for further investigation including two (2) publically owned sites. The four (4) remaining sites are all privately owned and on the market for sale at the time of writing this report. Two (2) of these properties are located within the preferred 30 minute drive time of the CBD. These sites have been recommended for further investigation and range in value from \$800,000 to an estimated \$2.5M to purchase (this excludes site development costs).

The City of Ballarat and City of Wyndham are currently undertaking similar land searches for motorsport. This fact along with the total cost of buying land and developing a new facility at an estimated \$10-15M indicates that a State Government-led solution is required.

Council holds \$190,000 in relation to the former regional facility at McAdam Park and it is recommended that these funds are placed in the Accumulated Unallocated Cash Reserve. Any future requests for Council contributions could be considered on their merits at the appropriate time.

Recommendation

That Council:

1. Note that the G21 Motocross Land Suitability Assessment Project is now complete.
2. Continue contributing to G21 efforts to identify a suitable regional motocross site in a non-financial capacity.
3. Request that G21 call on the State Government to lead and establish a formal collaborative working party between G21 and neighbouring Local Government Areas to further investigate the most viable sites and establish whether funds are available to proceed with a regional motocross facility.
4. Place all funds associated with the former McAdam Park regional motocross facility (\$190,000) in the Accumulated Unallocated Cash Reserve.
5. Consider any future requests from the State Government or other bodies for contributions toward motocross facilities through Council's budget allocation processes.

4.2 G21 Motocross Land Suitability Assessment

Report

Background

Until very recently Motorcycling Australia Ltd (MA) was the owner and operator of McAdam Park motocross facility and signed an agreement with the Barrabool Hills Community Association to cease motocross activities on the site on 16 December 2015.

Groups using the facility include Sporting Motorcycle Club (SMCC) and Geelong Motocross Club (GMC). SMCC has been operating at McAdam Park since 1963 and so has a long history as a club for off-road riders in the Surf Coast and beyond. The current SMCC membership is approximately 300, well down from a peak of 600. Members are drawn from across the broader G21 region.

The closure of McAdam Park left these groups and the Geelong/Surf Coast Region without a motocross facility.

In 2009 Council committed \$200k to Motorcycling Australia Ltd via a funding agreement to assist with the purchase of McAdam Park and therefore the provision of a regional motocross facility. However, only \$100k was paid by Council with a second \$100k withheld pending the satisfactory completion of conditions within the agreement. This second \$100k was never provided as attention turned to planning compliance matters involving Motorcycling Australia Ltd, Council and the local community.

In December 2014 Council resolved to contribute \$10k of the withheld \$100k toward a regional land assessment study and retain the remaining \$90k pending the outcome of that study. Funding partners in the study included Motorcycling Australia Ltd, State Government and City of Greater Geelong.

With the cessation of motocross activities in 2015, Motorcycling Australia Ltd put the land up for sale and it was sold to private buyers on 16 January 2016. The funding agreement required Motorcycling Australia Ltd to use the land as a regional motorcycling facility and so with its sale Council's initial \$100k investment was returned. This brings Council's available funds for consideration to \$190k.

Discussion

Attachment 1 summarises the actions leading to the closure of the local motocross facilities and the subsequent G21 Motocross Land Suitability Assessment.

In 2016 the G21 Motocross Land Suitability Assessment began. A Project Control Group (PCG) was established to provide high level direction on key issues with representatives from City of Greater Geelong (Project Manager), Surf Coast Shire, Sport & Recreation Victoria, Motorcycling Australia and Motorcycling Victoria. A Project Advisory Group – Motocross Users (PAG-MU) was also established with representation from 5 local motorcycling clubs to provide the opportunity for key stakeholders to have input into the development of the study.

A key component of the study was to determine candidate sites for the establishment of a regional motocross facility. To achieve this the PCG and PAG-MU identified the functional requirements of a regional motocross facility including the site area required, terrain, access, facilities (competition and ancillary), infrastructure, services, club needs and preferred travel time (confirmed as 30 minutes from Geelong CBD).

The land assessment study utilised a number of processes and sources to identify potential candidate sites including public land searches, expression of interest for private land, properties currently on the market and those identified during the consultation process with the PCG and PAG-MU.

Using the major and desirable site criteria a total of 24 potential sites within the G21 region have been identified with six (6) sites being shortlisted for further investigation, including two (2) publically owned sites. The four (4) remaining sites are all privately owned and currently for sale. Two (2) of these properties are located within the preferred 30 minute drive time of the CBD. These sites have been recommended for further investigation and range in value from \$800,000 to \$2.5M to purchase, details of these sites are listed within the confidential report. The report remains confidential as many of the sites are privately owned but were on the market for sale at the time of writing this report.

4.2 G21 Motocross Land Suitability Assessment

Based on the findings to date it is most likely that to secure a site for the establishment of a Regional Motocross Facility that the purchase of private land will be required, in addition, the cost of developing the site with the required infrastructure and facilities will be significantly more than this amount.

There is a detailed action plan provided in the study that summarises the key findings of the Land Suitability Assessment process and details a series of key tasks that need to be implemented to progress the Regional Motocross Facility project. Recommended timeframes are also provided and these tasks are reflected in the recommendation of this report.

Current Provision

Within the G21 region and adjoining local government areas there are a number of motorcycle sport providers and facilities. These include dedicated trail bike riding trails within The Otways (70km loop), Colac Motorcycle Club in Barongarook, Bacchus Marsh Motocross Club (not affiliated with Motorcycling Victoria) and a commercially operated motocross track located at Parwan (near Bacchus Marsh and not affiliated with Motorcycling Victoria). There is also a motocross track located at Laverton North within the City of Wyndham. This facility is not currently operational however it was proposed to be re-opened for community use during 2016.

The PAG-MU have identified that if a regional facility is established, that it is desirable that existing motorcycling facilities (as identified above) are retained to meet immediate needs and requirements and no rationalisation of facilities would occur. Specifically, this would allow for junior rider development, recreational riding and assist in managing illegal access to public land by motorcycle riders.

If further site investigations do not identify a suitable location for a regional motocross facility, the PAG-MU have requested the provision of a standalone club house (without a track) for displaced motorcycle club members to be considered.

City of Ballarat and City of Wyndham Land Searches

The City of Ballarat has been investigating the concept of developing a motor industry and events hub within their local government area. A Feasibility Study was prepared in 2015 along with a land and site assessment process which identified a number of locations for further detailed investigation, these locations have not been made public to avoid property speculation and undue pressure on land owners or the City of Ballarat.

The concept of the motor industry and events hub is broader in scope than what is being proposed within the G21 region for motorcycle sport. Ongoing discussions have been held with representatives of the PCG and the Ballarat City Council staff about the opportunity to work collaboratively on identifying a suitable site which could meet the motorsport (including regional motorcycle sport) needs of the City of Ballarat and the G21 region.

The City of Wyndham is in the process of finalising a Hard-to-Locate Sports Strategy which has identified the need to provide for existing and future hard-to-locate sports including motorsport. There is the potential for the G21 to work collaboratively with City of Wyndham and City of Ballarat to determine a regional solution for motorsport.

Financial Implications

There is no clarity about the funds that may be available from other partners in the land study to put towards a new regional facility.

Upon the sale of McAdam Park Motorcycling Australia Ltd has had to repay amounts to Council and the State Government and their willingness or ability to provide future funding is not known.

The State Government's intentions are unclear.

The City of Greater Geelong has resolved to return its commitment of \$638k to consolidated revenue if insufficient funding is available to deliver a new facility.

Council holds \$190k in relation to a regional facility but it is not recommended to continue to ring-fence this amount.

4.2 G21 Motocross Land Suitability Assessment

Cost estimates undertaken through a Quantity Survey by Rider Levett Bucknall (Attachment 2 and 3) have identified that, excluding land purchase, the cost to construct a regional level motocross facility would be \$9M - \$11M. The cost of land is estimated to be between \$800k and \$2.5M.

The G21 Land Suitability Assessment recommends further investigation of the best prospect sites will be required. Funds would be required for acoustic testing/assessment and potential flora/fauna investigations if these are carried out.

Council Plan

Theme 2 Governance

Objective 2.6 Advocate on behalf of our community

Strategy 2.6.3 Influence decision makers to secure positive outcomes for the community

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

Council does not have a policy position in relation to motocross.

Officer Direct or Indirect Interest

No Council officers involved in the preparation of this report are known to have a direct or indirect interest in matters to which this report relates.

Risk Assessment

Should an alternative location for motocross not be found within the region it may lead to an influx of illegal off road riders, an increase in at risk behaviours and potential environmental degradation. Evidence shows that this occurs in a number of public areas and poses significant risk to community, riders and flora and fauna.

Social Considerations

Experiences in Geelong and Surf Coast show that noise associated with the sport presents a challenge for locating suitable sites.

Motocross facilities are a place of community like any other sport, albeit they draw participants from a wide geographic area extending well outside the Shire boundaries.

Community Engagement

The G21 Motocross Land Suitability Assessment has been driven by a Project Control Group (PCG) whose role was to provide high-level direction on key issues and approve draft and final reports. A Project Advisory Group – Motocross Users (PAG-MU) was also established to provide an opportunity for key stakeholders (those not already engaged in the PCG) to have input into the development of the study.

As part of the process an emphasis was placed on stakeholder engagement and consultation including ongoing engagement with:

- G21 Local Government Representatives
- State Government Agency Representatives (e.g. Sport and Recreation Victoria)
- Local Motorcycle Clubs (Sporting Motorcycle Club, Geelong Motocross Club, Otways Trail Riders, Colac Motorcycle Club and Meredith Motorcycle Club)
- Motorcycling Victoria
- Motorcycling Australia
- City of Ballarat and City of Wyndham
- Land Owners and Managers (public and private)

Environmental Implications

Should desktop investigations indicate that potential sites may serve as a habitat for significant flora and fauna species of State and Commonwealth significance, detailed audits will be required.

At a minimum, this will require further seasonally based investigations over a 12 month period and potential referrals under the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999* and the *State Flora and Fauna Guarantee Act 1988*.

4.2 G21 Motocross Land Suitability Assessment

Environment Protection Authority (EPA) Victoria is the State's independent environmental regulator. Under the powers of the Environment Protection Act 1970, EPA is responsible for protecting the environment from noise pollution.

The best prospect sites identified in the G21 Motocross Land Suitability Assessment will require acoustic testing and assessment to ensure the long term sustainability of the site.

Communication

Land study partners and clubs will be advised of Council's resolution following the Council meeting.

Conclusion

A regional motocross facility would, at this time, seem the option most likely to provide participation opportunities for Surf Coast motocross riders in the long-term. Council has joined key funding partners in undertaking a comprehensive G21 Motocross Land Suitability Assessment to identify potential sites for the sport.

A total of 24 potential sites within the G21 region have been identified with six (6) sites being shortlisted for further investigation, including two (2) publically owned sites. The four (4) remaining sites are all privately owned and currently for sale. Two (2) of these properties are located within the preferred 30 minute drive time of the CBD. These sites have been recommended for further investigation and range in value from \$800,000 to \$2.5M to purchase (excluding site development costs).

The City of Ballarat and City of Wyndham are currently undertaking similar land searches for motorsport. This fact along with the total cost of buying land and developing a new facility at an estimated \$10-15M indicates that a State Government-led solution is required.

The Land Suitability Assessment achieved its project goal including establishing a prioritised land suitability map for motocross in the G21 region and is now complete. With the support of G21 it is now time to advocate for the State Government to lead and establish a formal collaborative working party to further investigate best prospect sites and identify whether funds are available to support the purchase of land and build a regional motocross facility.

Council holds \$190,000 in relation to the former regional facility at McAdam Park and it is recommended that these funds are placed in the Accumulated Unallocated Cash Reserve. Any future requests for Council contributions could be considered on their merits at the appropriate time.

4.2 G21 Motocross Land Suitability Assessment

APPENDIX 1 MOTOCROSS TIMELINE OF KEY EVENTS

TIMELINE OF KEY EVENTS

ATTACHMENT 1

2011 -2015 McAdam Park operates with SMCC and GMC	2006	Closure of Breakwater Rd Motocross Facility due to ongoing complaints from residents regarding noise.
	2007	Initial land identification assessment undertaken by CoGG to identify a new site for Geelong Motocross Club (GMC). Dandos Rd, Avalon identified as most suitable site for relocation of GMC.
2012 – 2015 Ongoing dispute with residents regarding McAdam Park operations	2009	GMC decide to favour McAdam Park over the Dandos Rd development.
	2010	CoGG at its Council meeting resolved to financially support the McAdam Park purchase. The purchase terms within CoGG's resolution were unacceptable to Motorcycling Australia (MA) and the offer lapsed. McAdam Park is purchased by MA with contributions from Surf Coast Shire, Sporting Motorcycling Club & State Gov. SCS total investment \$100k upfront and \$100k withheld. CoGG resolved to support GMC at McAdam Park but defer their requests for funding until planning issues are resolved.
	2014	MA and Barrabool Hills Community Association Inc. agree to cease activities at McAdam Park from 16 December 2015. Surf Coast Shire resolve to support a regional strategic land assessment for Motocross given the impending closure of McAdam Park. SCS total investment was \$10k from withheld funds.
	2015	CoGG resolves to support the regional land assessment. McAdam Park closes.
	2016	G21 Motocross Land Suitability Assessment commences and continues.

4.2 G21 Motocross Land Suitability Assessment

APPENDIX 2 RLB MOTOCROSS QUANTITY SURVEY ESTIMATE SEPTEMBER 2016 - OPTION 1



Motocross Facility Geelong
OPTION 1 Order of Cost - September 2016

DRAFT

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Our Reference: 17606-2

Motocross Facility Geelong OPTION 1 Order of Cost - September 2016

Project Details

Description
<p>Basis of Estimate</p> <p>This estimate is based upon measured quantities to which we have applied rates and conditions we currently believe applicable as at September 2016. We assumed that the project will be competitively tendered under standard industry conditions and form of contract.</p> <p>This cost estimate is based on the documentation listed under the "Documents" section and does not at this stage provide a direct comparison with tenders received for the work at any future date. To enable monitoring of costs this estimate should be updated regularly during the design and documentation phases of this project.</p> <p><u>Limitation of Estimate</u></p> <p>This estimate should be viewed as a Concept Cost Plan for use in strategic master planning review and options analysis. It should not be used for decision making analysis to commit to a project (including acquisition, finance approval, equity approval or the like). We recommend that a more detailed elemental cost plan be prepared before such commitment is to be considered.</p> <p>Items Specifically Included</p> <p>This estimate specifically includes the following:</p> <ul style="list-style-type: none">. Allowance for design development contingency. Allowance for construction contingency. Assumption that site services are available at site boundary <p>Items Specifically Excluded</p> <p>The estimate specifically excludes the following which should be considered in an overall project feasibility study:</p> <ul style="list-style-type: none">• Items specifically noted as excluded in the estimate details• Traffic signals at sliplanes etc. at facility entry• Main site access road [assume existing]• Competition & Regional Track lighting [lighting to roadways only]• Stand-by power generator• Powered sites to campground• Murals and works of art• Loose, soft and hard furnishings• Competition track timing systems• Contaminated ground Removal and Reinstatement• Rock excavation• Staging / Phasing costs• Work outside site boundaries• Professional Fees• Statutory Authorities charges, contributions• Land costs, holding costs and finance charges• Legal fees

Motocross Facility Geelong
OPTION 1 Order of Cost - September 2016

Project Details

Description
<ul style="list-style-type: none">• Goods and Services Taxation
<p>Documents</p> <p>The following documents have been used in preparing this estimate:</p> <ul style="list-style-type: none">• Email received from Tredwell Management dated 5th September 2016 including;<ul style="list-style-type: none">• Site Requirements extracted from Geelong G21 Motocross Land Suitability Assessment Final Draft Report• Motocross Facility information• MTX cost estimate

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Motocross Facility Geelong
OPTION 1 Order of Cost - September 2016

Location Summary

Rates Current At September 2016

Location	Total Cost
A OPTION 1; EXISTING ACCESS ROAD AND SERVICES	
A2 SITE INFRASTRUCTURE	735,000.00
A3 TRACKS	
A3A Motorcross competition track	1,772,750.00
A3B Junior track	448,250.00
A3C Recreational track	437,250.00
A3D Trails	188,000.00
	A3 - TRACKS \$2,846,250.00
A4 HELIPAD	150,000.00
A5 CLUB ROOM	2,846,500.00
A6 CARPARKING & ACCESS ROADS	990,000.00
A7 CAMPGROUND	1,285,000.00
	A - OPTION 1; EXISTING ACCESS ROAD AND SERVICES \$8,852,750.00
	ESTIMATED NET COST \$8,852,750.00
MARGINS & ADJUSTMENTS	
Design Development Contingency [5%]	5.0 % \$443,000.00
Construction Contingency [5%]	5.0 % \$465,000.00
Consultant Fees	Excl.
Statutory Fees & Charges	Excl.
Escalation	Excl.
NO ALLOWANCE for GST	Excl.
	ESTIMATED TOTAL COST \$9,760,750.00

Motocross Facility Geelong
OPTION 1 Order of Cost - September 2016

Location Elements Item

A OPTION 1; EXISTING ACCESS ROAD AND SERVICES
A2 SITE INFRASTRUCTURE

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
BW Builders Work in Connection With Specialist Services				
81 Allowance for builders work associated with engineering services [plinths, screens etc.]	Item			10,000.00
Builders Work in Connection With Specialist Services				\$10,000.00
XK External Stormwater Drainage				
62 Excavate for dam; stockpile excavated material on site for reuse [1ML capacity]	m ³	1,000	25.00	25,000.00
64 NO ALLOWANCE for dam liner - assume not required	Item			Excl.
External Stormwater Drainage				\$25,000.00
XD External Sewer Drainage				
37 Allowance for sewer connection including reticulation to club room site [connection at site boundary]	Item			100,000.00
External Sewer Drainage				\$100,000.00
XW External Water Supply				
35 Allowance for water connection including reticulation to club room site [connection at site boundary]	Item			100,000.00
External Water Supply				\$100,000.00
XG External Gas				
36 NO ALLOWANCE for gas connection [assume bottled gas to clubrooms]	Item			Excl.
External Gas				Excl.
XF External Fire Protection				
34 Allowance for fire hydrant / booster and associated water connection / tanks	Item			200,000.00
External Fire Protection				\$200,000.00
XE External Electric Light and Power				
33 Allowance for electrical supply including reticulation to club room site [assume connection at site boundary]	Note			250,000.00
External Electric Light and Power				\$250,000.00
XC External Communications				
38 Allowance for communication infrastructure [assume connection at site boundary]	Item			50,000.00
External Communications				\$50,000.00
SITE INFRASTRUCTURE				\$735,000.00

Motocross Facility Geelong
OPTION 1 Order of Cost - September 2016

Location Elements Item

A OPTION 1; EXISTING ACCESS ROAD AND SERVICES

A3 TRACKS

A3A Motorcross competition track

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XP Site Preparation				
1 Clear topsoil, shrubs to site; assume to 70% of total site area nominated at competition tracks & riders paddocks [note; 30% retained as natural vegetation]	m ²	220,000	0.75	165,000.00
4 Earthworks to create contours to suit track and stormwater management	m ²	20,000	10.00	200,000.00
2 150mm Imported fill to track surface [assume 2km track x 10mW]	m ²	20,000	14.00	280,000.00
Site Preparation				\$645,000.00
XR Roads, Footpaths and Paved Areas				
16 Imported rubble base [competiton track paddock]	m ²	10,000	14.00	140,000.00
3 Create berms/jumps [not exceeding 3mH - site won material]	Item			100,000.00
48 Washdown bay including concrete base, canopy, water points, drainage etc.[assume common use to all tracks]	m ²	100	850.00	85,000.00
Roads, Footpaths and Paved Areas				\$325,000.00
XN Boundary Walls, Fencing and Gates				
18 Chain wire fencing to paddocks/parc ferme area	m	450	65.00	29,250.00
Boundary Walls, Fencing and Gates				\$29,250.00
XL Landscaping and Improvements				
41 Earthworks to form tiered spectator hill including grass/stablisng surface [no fixed seating - to suit up to 300 spectators]	Item			100,000.00
6 Allowance for track markers	Item			10,000.00
19 Allowance for gates, wheel stops, bollards etc. [paddocks/parc ferme]	Item			10,000.00
8 Allowance for start gates	Item			25,000.00
32 Allowance for landscaping - limited / re-vegetation	Item			50,000.00
40 Temporary grandstand [assume steel frame, aluminium seat benches suitable for demounting]	No	1,000	500.00	500,000.00
Landscaping and Improvements				\$695,000.00
XK External Stormwater Drainage				
5 Allowance for sundry swales, pits etc. [tracks & paddocks]	Item			35,000.00
49 Extra over allowance for stormceptor [washdown bay]	Item			25,000.00
60 Water tank to washdown	No	1	3,500.00	3,500.00
External Stormwater Drainage				\$63,500.00
XW External Water Supply				
39 Water points around track	Item			15,000.00
External Water Supply				\$15,000.00

RLB | Rider Levett Bucknall

Motocross Facility Geelong
OPTION 1 Order of Cost - September 2016

Location Elements Item

A OPTION 1; EXISTING ACCESS ROAD AND SERVICES

A3 TRACKS

A3A Motocross competition track (continued)

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XE External Electric Light and Power				
7 NO ALLOWANCE for track / paddock lighting	Item			Excl.
<i>External Electric Light and Power</i>				<i>Excl.</i>
MOTORCROSS COMPETITION TRACK				\$1,772,750.00

DRAFT

RLB | Rider Levett Bucknall

Motocross Facility Geelong
OPTION 1 Order of Cost - September 2016

Location Elements Item

A OPTION 1; EXISTING ACCESS ROAD AND SERVICES

A3 TRACKS

A3B Junior track

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XP Site Preparation				
1 Clear topsoil, shrubs to site; assume to 70% of total site area nominated at competition tracks & riders paddocks [note; 30% retained as natural vegetation]	m ²	80,000	0.75	60,000.00
4 Earthworks to create contours to suit track and stormwater management	m ²	3,500	10.00	35,000.00
10 Imported fill to track surface [assume 500m track x 7mW]	m ²	3,500	14.00	49,000.00
Site Preparation				\$144,000.00
XR Roads, Footpaths and Paved Areas				
16 Imported rubble base [competition track paddock]	m ²	10,000	14.00	140,000.00
3 Create berms/jumps [not exceeding 3mH - site won material]	Item			25,000.00
Roads, Footpaths and Paved Areas				\$165,000.00
XN Boundary Walls, Fencing and Gates				
18 Chain wire fencing to paddocks/parc ferme area	m	450	65.00	29,250.00
Boundary Walls, Fencing and Gates				\$29,250.00
XL Landscaping and Improvements				
41 Earthworks to form tiered spectator hill including grass/stabilising surface [no fixed seating - to suit up to 300 spectators]	Item			25,000.00
6 Allowance for track markers	Item			5,000.00
19 Allowance for gates, wheel stops, bollards etc. [paddocks/parc ferme]	Item			10,000.00
8 Allowance for start gates	Item			15,000.00
32 Allowance for landscaping - limited / re-vegetation	Item			25,000.00
Landscaping and Improvements				\$80,000.00
XK External Stormwater Drainage				
5 Allowance for sundry swales, pits etc. [tracks & paddocks]	Item			20,000.00
External Stormwater Drainage				\$20,000.00
XW External Water Supply				
39 Water points around track	Item			10,000.00
External Water Supply				\$10,000.00
XE External Electric Light and Power				
7 NO ALLOWANCE for track / paddock lighting	Item			Excl.
External Electric Light and Power				Excl.
JUNIOR TRACK				\$448,250.00

Motocross Facility Geelong
OPTION 1 Order of Cost - September 2016

Location Elements Item

A OPTION 1; EXISTING ACCESS ROAD AND SERVICES

A3 TRACKS

A3C Recreational track

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XP Site Preparation				
1 Clear topsoil, shrubs to site; assume to 70% of total site area nominated at competition tracks & riders paddocks [note; 30% retained as natural vegetation]	m ²	7,000	0.75	5,250.00
11 Clear topsoil, shrubs to site; limited to track extent [assume 30km of track x 7mW]	m ²	20,000	0.80	16,000.00
12 Earthworks to create contours to suit track and stormwater management [assume working with existing site contours]	m ²	20,000	8.00	160,000.00
13 Fill to track surface [assume 2km x 10mW - won material from site stockpile]	m ²	20,000	8.00	160,000.00
Site Preparation				\$341,250.00
XR Roads, Footpaths and Paved Areas				
17 NO ALLOWANCE for rubble base [recreation track paddock]	m ²	10,000		Excl.
14 Create berms/jumps [not exceeding 3mH - won material from site]	Item			25,000.00
Roads, Footpaths and Paved Areas				\$25,000.00
XN Boundary Walls, Fencing and Gates				
18 Chain wire fencing to paddocks/parc ferme area	m	400	65.00	26,000.00
Boundary Walls, Fencing and Gates				\$26,000.00
XL Landscaping and Improvements				
6 Allowance for track markers	Item			5,000.00
19 Allowance for gates, wheel stops, bollards etc. [paddocks/parc ferme]	Item			10,000.00
8 Allowance for start gates	Item			Excl.
32 Allowance for landscaping - limited / re-vegetation	Item			25,000.00
Landscaping and Improvements				\$40,000.00
XK External Stormwater Drainage				
5 Allowance for sundry swales, pits etc. [tracks & paddocks]	Item			5,000.00
External Stormwater Drainage				\$5,000.00
XW External Water Supply				
39 Water points around track	Item			Excl.
External Water Supply				Excl.
XE External Electric Light and Power				
7 NO ALLOWANCE for track / paddock lighting	Item			Excl.
External Electric Light and Power				Excl.
RECREATIONAL TRACK				\$437,250.00

Motocross Facility Geelong
OPTION 1 Order of Cost - September 2016

Location Elements Item

A OPTION 1; EXISTING ACCESS ROAD AND SERVICES

A3 TRACKS

A3D Trails

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XP Site Preparation				
11 Clear topsoil, shrubs to site; limited to track extent [assume 30km of track x 7mW]	m ²	210,000	0.80	168,000.00
75 NO ALLOWANCE to form contours and provide track surface to trails - existing site contours	Item			Incl.
Site Preparation				\$168,000.00
XR Roads, Footpaths and Paved Areas				
15 NO ALLOWANCE for creation of berms/jumps [natural terrain]	Item			Excl.
76 NO ALLOWANCE for paddock to trails	Item			Excl.
Roads, Footpaths and Paved Areas				Excl.
XL Landscaping and Improvements				
6 Allowance for track markers	Item			5,000.00
19 Allowance for gates, wheel stops, bollards etc. [paddocks/parc ferme]	Item			Excl.
8 Allowance for start gates	Item			Excl.
32 Allowance for landscaping - limited / re-vegetation	Item			15,000.00
Landscaping and Improvements				\$20,000.00
XK External Stormwater Drainage				
5 Allowance for sundry swales, pits etc. [tracks & paddocks]	Item			Excl.
External Stormwater Drainage				Excl.
XW External Water Supply				
39 Water points around track	Item			Excl.
External Water Supply				Excl.
XE External Electric Light and Power				
7 NO ALLOWANCE for track / paddock lighting	Item			Excl.
External Electric Light and Power				Excl.
TRAILS				\$188,000.00

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Motocross Facility Geelong
OPTION 1 Order of Cost - September 2016

Location Elements Item

A OPTION 1; EXISTING ACCESS ROAD AND SERVICES

A4 HELIPAD

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
SE Special Equipment				
63 Allowance for heli-pad [emergency access]; assume site clearing, rubble base, fencing, markers, area lighting etc.	Item			150,000.00
			Special Equipment	\$150,000.00
			HELIPAD	\$150,000.00

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Motocross Facility Geelong
OPTION 1 Order of Cost - September 2016

Location Elements Item

A OPTION 1; EXISTING ACCESS ROAD AND SERVICES
A5 CLUB ROOM

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XP Site Preparation				
66 Clear topsoil, shrubs to site; for built form	m ²	1,000	2.50	2,500.00
67 Grade over site to create level plateau [built form]	m ²	1,000	5.00	5,000.00
Site Preparation				\$7,500.00
XB Outbuildings and Covered Ways				
42 Club room including change room, toilets, canteen/kitchen, bar and office/administration area	m ²	1,000	2,500.00	2,500,000.00
43 Extra over allowance for catering/cooking equipment and exhaust hood	Item			50,000.00
61 Canopy to clubroom	m ²	200	650.00	130,000.00
74 Connection to site infrastructure [electrical, water supply, sewer, communications, gas]	Item			Incl.
69 Extra over allowance for bar equipment	Item			50,000.00
44 Allowance for grease arrestor	Item			25,000.00
45 Maintenance / storage shed	m ²	60	400.00	24,000.00
Outbuildings and Covered Ways				\$2,779,000.00
XL Landscaping and Improvements				
65 Allowance for bollards, benches etc.	Item			25,000.00
32 Allowance for landscaping - limited / re-vegetation	Item			10,000.00
Landscaping and Improvements				\$35,000.00
XK External Stormwater Drainage				
59 Water tanks to club room	Item			10,000.00
External Stormwater Drainage				\$10,000.00
XE External Electric Light and Power				
79 Allowance for area lighting	Item			15,000.00
External Electric Light and Power				\$15,000.00
FE Furniture, Fittings & Equipment				
68 NO ALLOWANCE for loose fittings & equipment	Item			Excl.
Furniture, Fittings & Equipment				Excl.
CLUB ROOM				\$2,846,500.00

Motocross Facility Geelong
OPTION 1 Order of Cost - September 2016

Location Elements Item

A OPTION 1; EXISTING ACCESS ROAD AND SERVICES
A6 CARPARKING & ACCESS ROADS

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XP Site Preparation				
20 Clear topsoil, shrubs to site; for carparking [parking to suit 1000 cars]	m ²	40,000	1.00	40,000.00
21 Grade over site to create level plateau; assume level site [carparking]	m ²	40,000	0.75	30,000.00
Site Preparation				\$70,000.00
XR Roads, Footpaths and Paved Areas				
22 Compacted rubble base; imported material [carparking - not sealed]	m ²	40,000	14.00	560,000.00
23 NO ALLOWANCE for kerbs, gutters etc. [to carpark]	Item			Excl.
46 NO ALLOWANCE for access road including base preparation, asphalt, linemarking and stormwater; use existing site access road	Item			Excl.
80 Allowance for secondary access roads [to campground, clubrooms/carparking]	Item			150,000.00
25 Allowance for wheel stops / bollards etc	Item			35,000.00
28 NO ALLOWANCE for creation of cross over at entry; existing	Item			Excl.
29 NO ALLOWANCE for creation of slip lanes etc. at facility entry; existing	Item			Excl.
30 NO ALLOWANCE for traffic signals - assume not required	Item			Excl.
Roads, Footpaths and Paved Areas				\$745,000.00
XL Landscaping and Improvements				
26 Allowance for entry signage	Item			15,000.00
27 Allowance for wayfinding signage	Item			25,000.00
32 Allowance for landscaping - limited / re-vegetation	Item			35,000.00
Landscaping and Improvements				\$75,000.00
XK External Stormwater Drainage				
24 Allowance for stormwater management including sundry swales, pits etc. [carparking]	Item			100,000.00
47 NO ALLOWANCE for stormceptor [sealed surfaces]; existing	Item			Excl.
External Stormwater Drainage				\$100,000.00
XE External Electric Light and Power				
31 NO ALLOWANCE for roadway lighting; existing	Item			Excl.
77 NO ALLOWANCE for carpark lighting	Item			Excl.
External Electric Light and Power				Excl.
CARPARKING & ACCESS ROADS				\$990,000.00

Motocross Facility Geelong
OPTION 1 Order of Cost - September 2016

Location Elements Item

A OPTION 1; EXISTING ACCESS ROAD AND SERVICES
A7 CAMPGROUND

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XP Site Preparation				
72 Clear topsoil, shrubs to site; total site area nominated [campground]	m ²	20,000	1.50	30,000.00
73 NO ALLOWANCE for alteration of site levels; assume level site [camp ground]	m ²	20,000		Excl.
78 Allowance for localised site levelling as required	Item			50,000.00
Site Preparation				\$80,000.00
XR Roads, Footpaths and Paved Areas				
54 Allow to form tracks to campsites [minor grading & rubble base]	Item			100,000.00
56 NO ALLOWANCE for hardstanding to campsites	Item			Excl.
71 Allowance for sleepers etc. to identify camping areas	Item			50,000.00
Roads, Footpaths and Paved Areas				\$150,000.00
XB Outbuildings and Covered Ways				
50 Campground toilet / shower block [30m ²] including septic tank and rain water tank	No	4	100,000.00	400,000.00
53 Allowance for sundry shelters [picnic, bin shelters etc.]	No	5	25,000.00	125,000.00
70 Allowance for medium shelter [50m ²] with cooking preparation facilities [stainless steel benching - excl BBQ] including rain water tank	No	4	95,000.00	380,000.00
Outbuildings and Covered Ways				\$905,000.00
XL Landscaping and Improvements				
32 Allowance for landscaping - limited / re-vegetation	Item			50,000.00
Landscaping and Improvements				\$50,000.00
XK External Stormwater Drainage				
58 Water tanks to campground toilet/shower block/shelters [included with shelter allowances]	No	12		Incl.
External Stormwater Drainage				Incl.
XW External Water Supply				
57 Water points to campground [included with shelter allowances]	Item			Incl.
External Water Supply				Incl.
XE External Electric Light and Power				
51 NO ALLOWANCE for powered sites etc.	Item			Excl.
55 Allowance for general site lighting	Item			100,000.00
External Electric Light and Power				\$100,000.00
CAMPGROUND				\$1,285,000.00

4.2 G21 Motocross Land Suitability Assessment

APPENDIX 3 RLB MOTOCROSS QUANTITY SURVEY ESTIMATE SEPTEMBER 2016 - OPTION 2



Motocross Facility Geelong
OPTION 2 Order of Cost - September 2016

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Our Reference: 17606-1

Motocross Facility Geelong OPTION 2 Order of Cost - September 2016

Project Details

Description
<p>Basis of Estimate</p> <p>This estimate is based upon measured quantities to which we have applied rates and conditions we currently believe applicable as at September 2016. We assumed that the project will be competitively tendered under standard industry conditions and form of contract.</p> <p>This cost estimate is based on the documentation listed under the "Documents" section and does not at this stage provide a direct comparison with tenders received for the work at any future date. To enable monitoring of costs this estimate should be updated regularly during the design and documentation phases of this project.</p> <p><u>Limitation of Estimate</u></p> <p>This estimate should be viewed as a Concept Cost Plan for use in strategic master planning review and options analysis. It should not be used for decision making analysis to commit to a project (including acquisition, finance approval, equity approval or the like). We recommend that a more detailed elemental cost plan be prepared before such commitment is to be considered.</p> <p>Items Specifically Included</p> <p>This estimate specifically includes the following:</p> <ul style="list-style-type: none">. Allowance for design development contingency. Allowance for construction contingency. Connection to main services within a reasonable distance from site [RISK item] <p>Items Specifically Excluded</p> <p>The estimate specifically excludes the following which should be considered in an overall project feasibility study:</p> <ul style="list-style-type: none">• Items specifically noted as excluded in the estimate details• Traffic signals at facility entry• Competition & Regional Track lighting [lighting to roadways only]• Stand-by power generator• Powered sites to campground• Murals and works of art• Loose, soft and hard furnishings• Competition track timing systems• Contaminated ground Removal and Reinstatement• Rock excavation• Staging / Phasing costs• Work outside site boundaries• Professional Fees• Statutory Authorities charges, contributions• Land costs, holding costs and finance charges• Legal fees• Goods and Services Taxation

Motocross Facility Geelong
OPTION 2 Order of Cost - September 2016

Project Details

Description
<p>Documents</p> <p>The following documents have been used in preparing this estimate:</p> <ul style="list-style-type: none">• Email received from Tredwell Management dated 5th September 2016 including;<ul style="list-style-type: none">• Site Requirements extracted from Geelong G21 Motocross Land Suitability Assessment Final Draft Report• Motocross Facility information• MTX cost estimate

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Motocross Facility Geelong
OPTION 2 Order of Cost - September 2016

Location Summary

Rates Current At September 2016

Location	Total Cost
A OPTION 2; NO EXISTING ACCESS ROAD AND SERVICES	
A2 SITE INFRASTRUCTURE	885,000.00
A3 TRACKS	
A3A Motorcross competition track	1,772,750.00
A3B Junior track	448,250.00
A3C Recreational track	437,250.00
A3D Trails	188,000.00
<i>A3 - TRACKS</i>	<i>\$2,846,250.00</i>
A4 HELIPAD	150,000.00
A5 CLUB ROOM	2,846,500.00
A6 CARPARKING & ACCESS ROADS	2,625,000.00
A7 CAMPGROUND	1,285,000.00
A - OPTION 2; NO EXISTING ACCESS ROAD AND SERVICES	\$10,637,750.00
ESTIMATED NET COST	\$10,637,750.00
MARGINS & ADJUSTMENTS	
Design Development Contingency [5%]	5.0 % \$532,000.00
Construction Contingency [5%]	5.0 % \$558,000.00
Consultant Fees	Excl.
Statutory Fees & Charges	Excl.
Escalation	Excl.
NO ALLOWANCE for GST	Excl.
ESTIMATED TOTAL COST	\$11,727,750.00

Motocross Facility Geelong
OPTION 2 Order of Cost - September 2016

Location Elements Item

A OPTION 2; NO EXISTING ACCESS ROAD AND SERVICES
A2 SITE INFRASTRUCTURE

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
BW Builders Work in Connection With Specialist Services				
80 Allowance for builders work associated with engineering services [plinths, screens etc.]	Item			10,000.00
Builders Work in Connection With Specialist Services				\$10,000.00
XK External Stormwater Drainage				
62 Excavate for dam; stockpile excavated material on site for reuse [1ML capacity]	m ³	1,000	25.00	25,000.00
64 NO ALLOWANCE for dam liner - assume not required	Item			Excl.
External Stormwater Drainage				\$25,000.00
XD External Sewer Drainage				
37 Allowance for sewer connection including reticulation to club room site	Item			150,000.00
External Sewer Drainage				\$150,000.00
XW External Water Supply				
35 Allowance for water connection including reticulation to club room site	Item			150,000.00
External Water Supply				\$150,000.00
XG External Gas				
36 NO ALLOWANCE for gas connection [assume bottled gas to clubrooms]	Item			Excl.
External Gas				Excl.
XF External Fire Protection				
34 Allowance for fire hydrant / booster and associated water connection / tanks	Item			200,000.00
External Fire Protection				\$200,000.00
XE External Electric Light and Power				
33 Allowance for electrical supply including reticulation to club room site	Note			300,000.00
External Electric Light and Power				\$300,000.00
XC External Communications				
38 Allowance for communication infrastructure	Item			50,000.00
External Communications				\$50,000.00
SITE INFRASTRUCTURE				\$885,000.00

Motocross Facility Geelong
OPTION 2 Order of Cost - September 2016

Location Elements Item

A OPTION 2; NO EXISTING ACCESS ROAD AND SERVICES

A3 TRACKS

A3A Motorcross competition track

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XP Site Preparation				
1 Clear topsoil, shrubs to site; assume to 70% of total site area nominated at competition tracks & riders paddocks [note; 30% retained as natural vegetation]	m ²	220,000	0.75	165,000.00
4 Earthworks to create contours to suit track and stormwater management	m ²	20,000	10.00	200,000.00
2 150mm Imported fill to track surface [assume 2km track x 10mW]	m ²	20,000	14.00	280,000.00
Site Preparation				\$645,000.00
XR Roads, Footpaths and Paved Areas				
16 Imported rubble base [competiton track paddock]	m ²	10,000	14.00	140,000.00
3 Create berms/jumps [not exceeding 3mH - site won material]	Item			100,000.00
48 Washdown bay including concrete base, canopy, water points, drainage etc.[assume common use to all tracks]	m ²	100	850.00	85,000.00
Roads, Footpaths and Paved Areas				\$325,000.00
XN Boundary Walls, Fencing and Gates				
18 Chain wire fencing to paddocks/parc ferme area	m	450	65.00	29,250.00
Boundary Walls, Fencing and Gates				\$29,250.00
XL Landscaping and Improvements				
41 Earthworks to form tiered spectator hill including grass/stablisng surface [no fixed seating - to suit up to 300 spectators]	Item			100,000.00
6 Allowance for track markers	Item			10,000.00
19 Allowance for gates, wheel stops, bollards etc. [paddocks/parc ferme]	Item			10,000.00
8 Allowance for start gates	Item			25,000.00
32 Allowance for landscaping - limited / re-vegetation	Item			50,000.00
40 Temporary grandstand [assume steel frame, aluminium seat benches suitable for demounting]	No	1,000	500.00	500,000.00
Landscaping and Improvements				\$695,000.00
XK External Stormwater Drainage				
5 Allowance for sundry swales, pits etc. [tracks & paddocks]	Item			35,000.00
49 Extra over allowance for stormceptor [washdown bay]	Item			25,000.00
60 Water tank to washdown	No	1	3,500.00	3,500.00
External Stormwater Drainage				\$63,500.00
XW External Water Supply				
39 Water points around track	Item			15,000.00
External Water Supply				\$15,000.00

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Motocross Facility Geelong
OPTION 2 Order of Cost - September 2016

Location Elements Item

A OPTION 2; NO EXISTING ACCESS ROAD AND SERVICES

A3 TRACKS

A3A Motorcross competition track (continued)

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XE External Electric Light and Power				
7 NO ALLOWANCE for track / paddock lighting	Item			Excl.
<i>External Electric Light and Power</i>				<i>Excl.</i>
MOTORCROSS COMPETITION TRACK				\$1,772,750.00

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Motocross Facility Geelong
OPTION 2 Order of Cost - September 2016

Location Elements Item

A OPTION 2; NO EXISTING ACCESS ROAD AND SERVICES

A3 TRACKS

A3B Junior track

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XP Site Preparation				
1 Clear topsoil, shrubs to site; assume to 70% of total site area nominated at competition tracks & riders paddocks [note; 30% retained as natural vegetation]	m ²	80,000	0.75	60,000.00
4 Earthworks to create contours to suit track and stormwater management	m ²	3,500	10.00	35,000.00
10 Imported fill to track surface [assume 500m track x 7mW]	m ²	3,500	14.00	49,000.00
Site Preparation				\$144,000.00
XR Roads, Footpaths and Paved Areas				
16 Imported rubble base [competition track paddock]	m ²	10,000	14.00	140,000.00
3 Create berms/jumps [not exceeding 3mH - site won material]	Item			25,000.00
Roads, Footpaths and Paved Areas				\$165,000.00
XN Boundary Walls, Fencing and Gates				
18 Chain wire fencing to paddocks/parc ferme area	m	450	65.00	29,250.00
Boundary Walls, Fencing and Gates				\$29,250.00
XL Landscaping and Improvements				
41 Earthworks to form tiered spectator hill including grass/stabilising surface [no fixed seating - to suit up to 300 spectators]	Item			25,000.00
6 Allowance for track markers	Item			5,000.00
19 Allowance for gates, wheel stops, bollards etc. [paddocks/parc ferme]	Item			10,000.00
8 Allowance for start gates	Item			15,000.00
32 Allowance for landscaping - limited / re-vegetation	Item			25,000.00
Landscaping and Improvements				\$80,000.00
XK External Stormwater Drainage				
5 Allowance for sundry swales, pits etc. [tracks & paddocks]	Item			20,000.00
External Stormwater Drainage				\$20,000.00
XW External Water Supply				
39 Water points around track	Item			10,000.00
External Water Supply				\$10,000.00
XE External Electric Light and Power				
7 NO ALLOWANCE for track / paddock lighting	Item			Excl.
External Electric Light and Power				Excl.
JUNIOR TRACK				\$448,250.00

Motocross Facility Geelong
OPTION 2 Order of Cost - September 2016

Location Elements Item

A OPTION 2; NO EXISTING ACCESS ROAD AND SERVICES

A3 TRACKS

A3C Recreational track

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XP Site Preparation				
1 Clear topsoil, shrubs to site; assume to 70% of total site area nominated at competition tracks & riders paddocks [note; 30% retained as natural vegetation]	m ²	7,000	0.75	5,250.00
11 Clear topsoil, shrubs to site; limited to track extent [assume 30km of track x 7mW]	m ²	20,000	0.80	16,000.00
12 Earthworks to create contours to suit track and stormwater management [assume working with existing site contours]	m ²	20,000	8.00	160,000.00
13 Fill to track surface [assume 2km x 10mW - won material from site stockpile]	m ²	20,000	8.00	160,000.00
Site Preparation				\$341,250.00
XR Roads, Footpaths and Paved Areas				
17 NO ALLOWANCE for rubble base [recreation track paddock]	m ²	10,000		Excl.
14 Create berms/jumps [not exceeding 3mH - won material from site]	Item			25,000.00
Roads, Footpaths and Paved Areas				\$25,000.00
XN Boundary Walls, Fencing and Gates				
18 Chain wire fencing to paddocks/parc ferme area	m	400	65.00	26,000.00
Boundary Walls, Fencing and Gates				\$26,000.00
XL Landscaping and Improvements				
6 Allowance for track markers	Item			5,000.00
19 Allowance for gates, wheel stops, bollards etc. [paddocks/parc ferme]	Item			10,000.00
8 Allowance for start gates	Item			Excl.
32 Allowance for landscaping - limited / re-vegetation	Item			25,000.00
Landscaping and Improvements				\$40,000.00
XK External Stormwater Drainage				
5 Allowance for sundry swales, pits etc. [tracks & paddocks]	Item			5,000.00
External Stormwater Drainage				\$5,000.00
XW External Water Supply				
39 Water points around track	Item			Excl.
External Water Supply				Excl.
XE External Electric Light and Power				
7 NO ALLOWANCE for track / paddock lighting	Item			Excl.
External Electric Light and Power				Excl.
RECREATIONAL TRACK				\$437,250.00

Motocross Facility Geelong
OPTION 2 Order of Cost - September 2016

Location Elements Item

A OPTION 2; NO EXISTING ACCESS ROAD AND SERVICES

A3 TRACKS

A3D Trails

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XP Site Preparation				
11 Clear topsoil, shrubs to site; limited to track extent [assume 30km of track x 7mW]	m ²	210,000	0.80	168,000.00
75 NO ALLOWANCE to form contours and provide track surface to trails - existing site contours	Item			Incl.
Site Preparation				\$168,000.00
XR Roads, Footpaths and Paved Areas				
15 NO ALLOWANCE for creation of berms/jumps [natural terrain]	Item			Excl.
76 NO ALLOWANCE for paddock to trails	Item			Excl.
Roads, Footpaths and Paved Areas				Excl.
XL Landscaping and Improvements				
6 Allowance for track markers	Item			5,000.00
19 Allowance for gates, wheel stops, bollards etc. [paddocks/parc ferme]	Item			Excl.
8 Allowance for start gates	Item			Excl.
32 Allowance for landscaping - limited / re-vegetation	Item			15,000.00
Landscaping and Improvements				\$20,000.00
XK External Stormwater Drainage				
5 Allowance for sundry swales, pits etc. [tracks & paddocks]	Item			Excl.
External Stormwater Drainage				Excl.
XW External Water Supply				
39 Water points around track	Item			Excl.
External Water Supply				Excl.
XE External Electric Light and Power				
7 NO ALLOWANCE for track / paddock lighting	Item			Excl.
External Electric Light and Power				Excl.
TRAILS				\$188,000.00

Motocross Facility Geelong
OPTION 2 Order of Cost - September 2016

Location Elements Item

A OPTION 2; NO EXISTING ACCESS ROAD AND SERVICES

A4 HELIPAD

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
SE Special Equipment				
63 Allowance for heli-pad [emergency access]; assume site clearing, rubble base, fencing, markers, area lighting etc.	Item			150,000.00
			Special Equipment	\$150,000.00
			HELIPAD	\$150,000.00

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Motocross Facility Geelong
OPTION 2 Order of Cost - September 2016

Location Elements Item

A OPTION 2; NO EXISTING ACCESS ROAD AND SERVICES
 A5 CLUB ROOM

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XP Site Preparation				
66 Clear topsoil, shrubs to site; for built form	m ²	1,000	2.50	2,500.00
67 Grade over site to create level plateau [built form]	m ²	1,000	5.00	5,000.00
Site Preparation				\$7,500.00
XB Outbuildings and Covered Ways				
42 Club room including change room, toilets, canteen/kitchen, bar and office/administration area	m ²	1,000	2,500.00	2,500,000.00
43 Extra over allowance for catering/cooking equipment and exhaust hood	Item			50,000.00
61 Canopy to clubroom	m ²	200	650.00	130,000.00
74 Connection to site infrastructure [electrical, water supply, sewer, communications, gas]	Item			Incl.
69 Extra over allowance for bar equipment	Item			50,000.00
44 Allowance for grease arrestor	Item			25,000.00
45 Maintenance / storage shed	m ²	60	400.00	24,000.00
Outbuildings and Covered Ways				\$2,779,000.00
XL Landscaping and Improvements				
65 Allowance for bollards, benches etc.	Item			25,000.00
32 Allowance for landscaping - limited / re-vegetation	Item			10,000.00
Landscaping and Improvements				\$35,000.00
XK External Stormwater Drainage				
59 Water tanks to club room	Item			10,000.00
External Stormwater Drainage				\$10,000.00
XE External Electric Light and Power				
79 Allowance for area lighting	Item			15,000.00
External Electric Light and Power				\$15,000.00
FE Furniture, Fittings & Equipment				
68 NO ALLOWANCE for loose fittings & equipment	Item			Excl.
Furniture, Fittings & Equipment				Excl.
CLUB ROOM				\$2,846,500.00

Motocross Facility Geelong
OPTION 2 Order of Cost - September 2016

Location Elements Item

A OPTION 2; NO EXISTING ACCESS ROAD AND SERVICES
A6 CARPARKING & ACCESS ROADS

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XP Site Preparation				
20 Clear topsoil, shrubs to site; for carparking / roadways [parking to suit 1000 cars]	m ²	60,000	1.00	60,000.00
21 Grade over site to create level plateau; assume level site [carparking / roadways]	m ²	60,000	0.75	45,000.00
Site Preparation				\$105,000.00
XR Roads, Footpaths and Paved Areas				
22 Compacted rubble base; imported material [carparking - not sealed]	m ²	40,000	14.00	560,000.00
23 NO ALLOWANCE for kerbs, gutters etc. [to carpark]	Item			Excl.
46 Access road including base preparation, asphalt, linemarking and stormwater .	m ²	20,000	65.00	1,300,000.00
25 Allowance for wheel stops / bollards etc	Item			35,000.00
28 Allowance for creation of cross over at entry	Item			10,000.00
29 Allowance for creation of slip lanes etc. at facility entry	Item			150,000.00
30 NO ALLOWANCE for traffic signals - assume not required	Item			Excl.
Roads, Footpaths and Paved Areas				\$2,055,000.00
XL Landscaping and Improvements				
26 Allowance for entry signage	Item			15,000.00
27 Allowance for wayfinding signage	Item			25,000.00
32 Allowance for landscaping - limited / re-vegetation	Item			50,000.00
Landscaping and Improvements				\$90,000.00
XK External Stormwater Drainage				
24 Allowance for stormwater management including sundry swales, pits etc. [carparking]	Item			100,000.00
47 Extra over allowance for stormceptor [sealed surfaces]	Item			25,000.00
External Stormwater Drainage				\$125,000.00
XE External Electric Light and Power				
31 Allowance for roadway lighting	Item			250,000.00
77 NO ALLOWANCE for carpark lighting	Item			Excl.
External Electric Light and Power				\$250,000.00
CARPARKING & ACCESS ROADS				\$2,625,000.00

RLB | Rider Levett Bucknall

Motocross Facility Geelong
OPTION 2 Order of Cost - September 2016

Location Elements Item

A OPTION 2; NO EXISTING ACCESS ROAD AND SERVICES
 A7 CAMPGROUND

Rates Current At September 2016

Description	Unit	Qty	Rate	Total
XP Site Preparation				
72 Clear topsoil, shrubs to site; total site area nominated [campground]	m ²	20,000	1.50	30,000.00
73 NO ALLOWANCE for alteration of site levels; assume level site [camp ground]	m ²	20,000		Excl.
78 Allowance for localised site levelling as required	Item			50,000.00
Site Preparation				\$80,000.00
XR Roads, Footpaths and Paved Areas				
54 Allow to form tracks to campsites [minor grading & rubble base]	Item			100,000.00
56 NO ALLOWANCE for hardstanding to campsites	Item			Excl.
71 Allowance for sleepers etc. to identify camping areas	Item			50,000.00
Roads, Footpaths and Paved Areas				\$150,000.00
XB Outbuildings and Covered Ways				
50 Campground toilet / shower block [30m ²] including septic tank and rain water tank	No	4	100,000.00	400,000.00
53 Allowance for sundry shelters [picnic, bin shelters etc.]	No	5	25,000.00	125,000.00
70 Allowance for medium shelter [50m ²] with cooking preparation facilities [stainless steel benching - excl BBQ] including rain water tank	No	4	95,000.00	380,000.00
Outbuildings and Covered Ways				\$905,000.00
XL Landscaping and Improvements				
32 Allowance for landscaping - limited / re-vegetation	Item			50,000.00
Landscaping and Improvements				\$50,000.00
XK External Stormwater Drainage				
58 Water tanks to campground toilet/shower block/shelters [included with shelter allowances]	No	12		Incl.
External Stormwater Drainage				Incl.
XW External Water Supply				
57 Water points to campground [included with shelter allowances]	Item			Incl.
External Water Supply				Incl.
XE External Electric Light and Power				
51 NO ALLOWANCE for powered sites etc.	Item			Excl.
55 Allowance for general site lighting	Item			100,000.00
External Electric Light and Power				\$100,000.00
CAMPGROUND				\$1,285,000.00

5. MINUTES

5.1 Advisory Committee Minutes

Author's Title: Administration Officer

General Manager: Anne Howard

Department: Governance

File No: F17/285

Division: Governance & Infrastructure

Trim No: IC16/1362

Appendix:

1. Bells Beach Committee Minutes - 18 April 2016 (D16/131076)
2. Bells Beach Committee Minutes - 1 August 2016 (D16/131062)
3. Audit and Risk Committee Minutes - 29 November 2016 (D16/126825)
4. Council Report Planning Committee Minutes - 12 December 2016 (D16/126111)
5. All Abilities Advisory Committee Minutes - 13 December 2016 (D17/3510)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to receive and note the minutes of the Advisory Committee meetings as appended.

Summary

The minutes provided in this report are draft unless otherwise identified. Committees do not re-issue minutes if any corrections are made at the time of adoption, rather note these corrections in the agenda item confirming adoption of the minutes at the following committee meeting.

Any corrections to draft minutes of material significance made by the committees will be provided to Council for noting in a subsequent report.

Recommendation

That Council receive and note the minutes of the following Advisory Committee meetings:

1. Bells Beach Committee - 18 April 2016
2. Bells Beach Committee - 1 August 2016
3. Audit and Risk Committee - 29 November 2016
4. Council Report Planning Committee Meeting - 12 December 2016
5. All Abilities Advisory Committee Minutes – 13 December 2016

5.1 Advisory Committee Minutes

APPENDIX 1 BELLS BEACH COMMITTEE MINUTES - 18 APRIL 2016



**MINUTES FOR THE BELLS BEACH COMMITTEE
MEETING 2
18 April 2016
5.45 PM – 7.25 PM**

PRESENT:

Sandra Ahlquist (Chair), Cr. David Bell, Dave Mathews, James Dean, Graeme Stockton, Andrew Cherubin, Adam Robertson (Surfing Victoria) and Cahill Bell-Warren (from 6.10 pm)

APOLOGIES:

Cr Eve Fisher, Bryon Powell

IN ATTENDANCE:

Other people in attendance were Kate Sullivan (General Manager, Environment and Development, SCS), Rowan Mackenzie (Manager, Environment and Community Safety, SCS), Gabrielle O'Shea (Environment Officer, SCS) and Matt Taylor and Pru Farrer (Business and Tourism, SCS)

CONFIRMATION OF MINUTES:

Minutes of Meeting 2 on 18 January 2016 were confirmed

DECLARATIONS OF PECUNIARY INTEREST:

NA

GENERAL BUSINESS

1. Debrief Rip Curl Pro 2016

There was general discussion on the staging of the 2016 Rip Curl Pro with various members contributing comments.

The staging and organisation went well. Areas for potential further discussion/improvement were

- 1) traffic into Bells,
- 2) security around the Bells headland and access around Winki, and
- 3) management of the overflow car park which was very dusty this year.

Improvements in these areas will be worked on as part of future event planning.

42,000 people attended over the course of the event.

Rowan Mackenzie reported that the handback meeting occurred on 18 April 2016 and that the reserve is in good shape.

2. Review and renewal of Public Land Tour Operator Licences

Matt Taylor and Pru Farrar briefed the committee on the proposed review and renewal of the Public Land Tour Operator Licences in the reserve (the licences that enable guided tours to be undertaken, including the ability to bring a bus into the reserve car park).

Background

- There are six current licences (five local operators and one Melbourne company)

- Current term is one year expiring on 31 October 2016
- The fee structure is set by the Department of Environment, Land, Water and Planning
- The new Coastal Management Plan enables up to 8 licences to be issued for the smaller buses (24 seat capacity, no large coaches)
- The new traffic signage and line marking, to be installed shortly, will be used to enforce the requirement to have a licence
- School groups and other non-commercial users in buses will still be able to enter the reserve without paying a fee. This includes large coaches.

Feedback from the committee was as follows:

- An increase in the term of the licence from 1 to 3 years is acceptable
- The line marking, including the previous blacking out of yellow lines at the 'neck' of the hammerhead, will have to be maintained if enforcement is to be fair
- If less than eight licences are issued the number of spaces provided for bus parking should be reduced to reflect the number issued
- Income from the licences should be used in the reserve

Action: Surf Coast Shire tourism staff will proceed with a competitive expression of interest process for licences with terms and conditions reflecting the feedback provided. The Bells Beach Committee will be kept up to date with progress towards implementation of the new licences.

3. Future discussions with the World Surfing League

Future arrangements for the running of the Rip Curl Pro were discussed with WSL representatives during the recent tournament. The discussions covered a range of event management matters including improvements related to the WSL's recently announced environmental initiative (known as PURE <http://www.businesswire.com/news/home/20160405006672/en/World-Surf-League-Announces-WSL-PURE-Innovative>) and use of the surf breaks.

Action: Surfing Victoria to update the Committee on any proposed changes to the running of the Rip Curl Pro.

4. Infrastructure related projects

Updates were provided on the following projects:

- a) Helicopter landing area viewing area.
 - Detailed design proceeding incorporating changes as advised to the committee
 - Heritage Victoria has confirmed a permit is required and supplied appropriate documentation to apply
 - Application to DELWP in progress
 - Council to make an assessment against the National Heritage listing status (if the works require a referral against the EPBC Act)
 - Preparing construction documentation, aim to advertise request for quote by end of April for mid-May construction (assuming permits come through on time)
 - Ideally construction was proposed during the bump out period, but additional time has been required for further discussion on design changes.
- b) Rip Curl Pro Bump In/Out Audit

- Otium (and sub-consultants) have been onsite extensively during Bump In, event and Bump Out
 - Surfing Vic has provided great access and insights
 - Bump out expected to run 'full term' due to inclement weather at the start of this week
 - Draft report expected soon after that
- c) Traffic signage and fences
- New traffic signage will aim to be installed by the end of April and line marking will be shortly after. There will be a two week education period after that before formal enforcement commences within the reserve.
 - Fences and bollards for removal, replacement or new installation for the coming year are proposed as per attachment 1. Materials to be used will be as per the Style Guide in the Implementation Plan.

The updates were noted by the committee and additional information was requested on the bollards to be used and fencing design.

Action: Council to circulate additional information on bollard design and fencing style for the committee to provide feedback (via email).

5. Conduct of events other than surfing events

Some of the events passing through the reserve on the Surf Coast Walk make requests such as setting up check points. The new Events Policy provides direction on the conduct of these events but additional clarification would be useful.

The committee provides the following advice:

- A small checkpoint on the mulched area near the toilet may be acceptable
- Bells shouldn't be promoted as a viewing point for Surf Coast Walk events as increased spectators and their vehicles will impact upon surfers
- It is preferred if participants use the back track (not the Stairs to access the beach area.
- Event organisers to minimise disruption to traffic in the reserve car park, and event participants to adhere to traffic/pedestrian road rules.

Action: The above advice on the conduct of events other than surfing will be given to Surf Coast Shire events staff for incorporation into event management planning.

6. Other Business

The committee was notified that the Geelong Field Naturalist trapped a Swamp Antechinus (*Antechinus minimus*) north of the Wave car park last weekend as part of its third fauna survey in the Bells area. This is an important find as the Swamp Antechinus is no longer common in this area and is rarely trapped. The survey work has been supported by a donation from the Surf Coast Shire.

7. Meeting close

The meeting closed at 7.25 pm.

NEXT MEETING

Monday 18 July 2016, 5.30 PM, Shire offices for a 5.45 PM start

ATTACHMENT 1: Draft Aims and Scope of Works for Rip Curl Pro Bump in/Bump out Process Audit

Created on Thursday, 14 April 2016 by WACHER/riker




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This map is produced for the Surf Coast Shire Council of Australia (2016).
GDA 1984 datum used for this map. All coordinates are in GDA 1984.
Surf Coast Shire uses the Map 101 of Australia (2016). Data is current.

Bells Beach Fencing Works

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5.1 Advisory Committee Minutes

APPENDIX 2 BELLS BEACH COMMITTEE MINUTES - 1 AUGUST 2016



**MINUTES FOR THE BELLS BEACH COMMITTEE
MEETING 4
1 August 2016
5.45 PM – 7.48 PM**

PRESENT:

Sandra Ahlquist (Chair), Cr. David Bell, Bryon Powell (Wathaurung Aboriginal Corporation), Adam Robertson (Surfing Victoria), Cahill Bell-Warren, Dave Mathews (6.05pm), James Dean (6.10pm) and Graeme Stockton (until 7.30pm).

APOLOGIES:

Cr Eve Fisher (phoned in to apologise for not attending and thank the Committee as she is not standing for Council at the upcoming elections), Kate Sullivan, Andrew Cherubin

IN ATTENDANCE:

Other people in attendance were Rowan Mackenzie (Manager, Environment and Community Safety, SCS), Ross Lister, (Project Management, SCS), Gabrielle O'Shea (Environment Officer, SCS) and Matt Taylor and Pru Farrer (Business and Tourism, SCS)

CONFIRMATION OF MINUTES:

Minutes of Meeting 3 on 1 August 2016 were confirmed

DECLARATIONS OF PECUNIARY INTEREST:

NA

GENERAL BUSINESS

1. Confidentiality

With reference back to the Committee's Terms of Reference, Sandra led a general discussion around confidentiality in meetings, in the minutes and in discussions with people not on the Committee. Confidentiality is important to enabling the sharing of information and maintaining the confidence of external organisations. The recent discussions with the World Surfing League was discussed. There was also discussion around what is recorded in the minutes and how long it takes to make the minutes public.

Action for all committee members: If the subject matter at a Bells Beach Committee meeting is confidential, prior to the discussion commencing it should be clearly stated that the discussion is confidential.

Action for all committee members: Confidential discussions will remain within the Committee. Detailed notes may be taken by Council officers as a record of the discussion, but the minutes will list the topic of discussion but not the content.

Action for all committee members: Draft minutes for the meeting will be circulated by Council officers to Committee members as soon as possible after the meeting. If there are no objections, the minutes can be released as a draft (and made publically available via the Committee webpage). Final minutes will be released after approval at the following Committee meeting.

2. Update on the review and renewal of Public Land Tour Operator Licences

Matt Taylor and Pru Farrar updated the Committee on the review and renewal of the Public Land Tour Operator Licences in the reserve, including the number of expressions of interest, following an extensive advertising process.

Council will make a decision on the submissions at its meeting on 23 August 2016.

The Coastal Management Plan provides for up to 8 licences to be issued. If 8 licences are not issued initially, if additional licence submissions are received within the licence period, Council may grant additional licences if they are fully compliant with the agreed terms. All licences issued will expire on the same day.

Council Action: Signage providing for parking of tour operator vehicles will be altered to ensure the number of parking bays set aside for tour operators matches the number of licences issued.

3. Proposed car park line marking and enforcement

At the last meeting Council advised that it would implement altered line marking. However, further work on a final line marking plan has taken longer than first thought, so new line marking has not yet been implemented. The latest line marking plan (Attachment 1) is proposed to be implemented shortly. At this stage, only the Bells/Hammerhead car park is included in proposed changes. The intent of the new plan is to provide for safe and clear and easy to understand parking. Enforcement will focus on safety concerns.

The Winki car park line marking is acknowledged to have a number of issues eg some bays are not the minimum width according to the relevant standards and others are not marked on the intended angle. New line marking for Winki will be developed as part of other works this year including widening of the footpath through the car park and new bollard placement.

Action for all committee members: The line marking for the Bells/Hammerhead car park will be implemented by Council shortly, in line with Attachment 1. Committee members have one week from the circulation of these draft minutes to provide final comment on the plan to Ross Lister.

Council Action: Council will work with VicRoads on appropriate marking and signage of Bells Beach Road near the entrance to the Winki car park, to ensure roadside parking and enforcement fits in with management of the reserve's car parks.

4. 3D imaging of the reserve

In March, Council organised for 3D aerial imaging of the reserve. A demonstration of the images was shown at the meeting. Potential uses include risk management, event planning and on-ground works planning.

5. Former helicopter landing area viewing platform update

Ross Lister provided an update on the platform:

Council has a preferred contractor for the works. They are expected to be formally appointed shortly.

There were some minor changes (improvements) to the structural drawings.

There will be some disruption to traffic within the car park during construction. This will last for approximately five days and traffic control will be used to manage vehicles.

Works will be completed in early September 2016.

Landscaping may occur in two batches, and one lot of planting may be associated with the annual Rip Curl Planet Day in October.

Council Action: On-ground works will commence in August. If there are any changes to the proposed works these will be circulated to the Committee.

6. Rip Curl Pro Bump In/Out Audit

Rowan Mackenzie gave an update on the audit. Council has received the audit report from the consultants Otium. The report makes a number of suggestions for improvements and Council has met with Surfing Victoria to discuss the recommendations.

Adam Robertson briefed the Committee on some of the issues the audit raises for Surfing Victoria eg use of the Winki break and logistics/infrastructure around this, public access to the Bells car park during the bump in and bump out, improved signage/information for the community during the bump in and bump out and improved project planning and management. There are confidentiality issues related to negotiations with the WSL and arrangements with contractors involved in the event.

After discussions around the points raised, it was agreed that the Committee requires more detailed information before it can make any meaningful comment on proposals such as use of the Winki break or short-term closure of the Bells car park during set up. This information will become available when Surfing Victoria completes a new project management plan for the event (this is currently underway).

Surfing Victoria Action: Surfing Victoria will complete a detailed project management plan for the Rip Curl Pro. The new project management plan will be used to inform discussions on bump in/bump out options and general event management at the next meeting of the Committee in November.

7. 2015/2016 Bells Coastal Management Plan implementation summary

The financial details of Year 1 (2015/16) works were in the process of being finalised so were not available at the meeting. They are now available as Attachment 2.

For 2016/17, key activities in the reserve are planned to be:

- a) Design of the Winki car park pathway changes and line marking
- b) Design of a treatment for the steep gravel beside the concrete path to the Winki lookout and the steep gravel near the picnic tables in the Bells car park
- c) Fencing and bollard upgrades; and
- d) Stormwater quality assessment and scoping of ideas.

There were discussions around planned works such as different steep surface treatments and the nature of stormwater issues ie visible litter versus pollutants/nutrients (more Committee members were concerned with visible litter).

Council Action: When available, Ross Lister to circulate design principles and brief for proposed projects for Committee comment.

8. All Ability Advisory Committee letter regarding all ability access during the Rip Curl Pro

The All Abilities Advisory Committee wrote to Council in June to express concerns over potential access problems for people with disabilities to the Rip Curl Pro after a visit to the event in March. The concerns centred around the growth in vegetation limiting the ability of people in wheelchairs to view the surf breaks from the accessible platform and bar area. The Advisory Committee recommended that Council maintain vegetation potentially impacting the views of people in wheelchairs.

Council's arborist also visited the site when the accessible platform was set up and has suggested that 20cm could be trimmed from the vegetation following the current contours of the vegetation to preserve the natural look. The arborist advised that trimming of this amount would not have long term impacts on the health of the vegetation, would maintain views from the accessible platform and would maintain the natural look.

There was a brief discussion around the proposal and it was considered reasonable that minor trimming be trialled.

Council Action: Council's arborist will trial contoured trimming of up to 20cm of vegetation in the agreed area impacting viewing from the accessible platform. The impact of the trimming will be evaluated prior to any subsequent vegetation management works.

Meeting close

The meeting closed at 7.48 pm.

NEXT MEETING

Monday 21 November 2016, 5.30 PM, Shire offices for a 5.45 PM start

ATTACHMENT 2. 2015/16 Expenditure in the Bells Beach Surfing Recreation Reserve

**Draft summary of expenditure Bells Beach
 Surfing Recreation Reserve 2015-16**

Expenditure items	Amount
General maintenance activities such as vandalism repair, graffiti removal, tree trimming, fire prevention, litter control, toilet cleaning, park furniture, plumbing	\$14,094
Nature reserve crew for reserve visits up to three times per week	\$29,064
Project management time, works coordination, Coastal Management Plan staff time	\$26,270
Weed control, brushmatting, planting, jute matting	\$11,174
Sub-contractors/consultants for design, Rip Curl Pro audit, annual geotechnical advice	\$24,797*
3D scan of reserve	\$12,000
Water expenses	\$1,154
Electricity expenses	\$2,001
CMP editing, Task Force, Bells Beach Committee, catering, equipment hire for launch	\$8,204
Bells Beach Road repair to eroding table drains	\$2,436
Total expenditure	\$131,194

*This is not a final figure as carry overs are yet to be clarified

5.1 Advisory Committee Minutes

APPENDIX 3 AUDIT AND RISK COMMITTEE MINUTES - 29 NOVEMBER 2016



Minutes

Meeting of the Audit & Risk Committee
Tuesday, 29 November 2016

Held in the
Council Chambers
1 Merrijig Drive, Torquay
Commencing at 9.00am

MINUTES FOR THE AUDIT & RISK COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY
ON TUESDAY 29 NOVEMBER 2016 COMMENCING AT 9.00AM

PRESENT:

COMMITTEE MEMBERS

Cr Clive Goldsworthy
Cr Margot Smith
Brian Keane (Chair) (Term expires 31/01/2017)
Melissa Field (Term expires 31/01/2017)
John Gavens (Term expires 27/01/2018)
Debra Russell (Term expires 27/01/2018)

In Attendance:

Keith Baillie – Chief Executive Officer
Anne Howard – General Manager Governance & Infrastructure
John Brockway – Manager Finance
Wendy Hope – Manager Governance & Risk
Trai Moorthy (Grant Thornton)
Danni Vasiloski – Team Leader Governance (minutes)
Brendan Walsh – Manager Business Improvement
Leanne Perryman – Manager People & Culture
Maureen White – Coordinator Risk Management and Legal Services
Tracey McCarthy – Coordinator Financial Accounting
Gabby Spiller – Coordinator Management Accounting
Trevor Britten – Business Improvement Officer
Ross Williams – Coordinator Occupational Health & Safety

APOLOGIES:

Sanchu Chummar (VAGO)
Tim Loughnan (VAGO)
Ivy Ly (VAGO)
Scott Hartley (Grant Thornton)

CONFIRMATION OF MINUTES:

Committee Resolution

MOVED Mr John Gavens, Seconded Cr Margot Smith

That the Audit & Risk Committee Meeting note the minutes of the meeting held on 8 September 2016 as a correct record of the meeting.

CARRIED

CONFLICTS OF INTEREST:

Nil

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1. OUTSTANDING ISSUES & ACTIONS

1.1 Outstanding Issues & Actions Report

Charter Reference: 9.2.3

Author's Title: Team Leader Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F16/145

Division: Governance & Infrastructure

Trim No: IC16/1127

Appendix:

1. Audit & Risk Committee Outstanding Issues & Actions - Status Log (D16/1527)
2. Audit & Risk Committee Combined Outstanding Issues & Actions - April 2015 Onwards - 29 November 2016 (D16/114444)

Officer Direct or Indirect Conflict of Interest:

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

Status:

Information classified confidential under Section 77 of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Purpose

To receive an update on the progress made on action items identified through previous Audit reports and Audit & Risk Committee meetings.

Items previously notified as completed are shaded in orange and will be removed from the report when the whole of that section has been completed.

Recommendation

That the Audit & Risk Committee receives the Outstanding Issues and Actions Report and notes the progress to date.

Meeting Discussion

- Committee noted good progress made to date and that the status table assists with following progress.
- VAGO Management Letter observations to be added to Outstanding Issues and Actions Report.
- Report at next meeting on actions that remain outstanding that rely on others to be able to complete eg systems issues.
 - Item 15, page 20
 - Item 5, page 11
 - Page 13, Iweigh System.
- Councillor Induction training item for new Councillor Committee members to be closed out as not required.
- SCS 009 Infrastructure Special Rate and Charge Scheme policy review to be discussed at February 2017 meeting.
- Update report to reflect Follow Up Audit (Grant Thornton) internal report findings where there are three instances of recommendations being marked as 'in progress' when previously marked as completed in Outstanding Issues and Actions report. Ensure those items are identified and returned to the Issues and Actions report. Officers to review how these discrepancies have arisen to ensure information presented is reliable.

Committee Resolution

MOVED Cr Margot Smith, Seconded Mr John Gavens

That the Audit & Risk Committee receives the Outstanding Issues and Actions Report and notes the progress to date.

CARRIED

2. PRESENTATIONS

2.1 Chief Executive Officer's Update

Charter Reference: N/R

Author's Title: Chief Executive Officer

CEO: Keith Baillie

Department: Office of the CEO

File No: F16/145

Division: Office of the CEO

Trim No: IC16/1126

Appendix:

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Purpose

To receive an organisational update from Keith Baillie, Chief Executive Officer.

Recommendation

That the Audit & Risk Committee receive and note the Chief Executive Officer's update.

Meeting Discussion

- Council election concluded.
- Targeted induction process, mainly affirming governance and planning, with special sessions for Cr Duke.
- Council Plan process underway with first session in December.
- Budget preparation process has commenced, commencing with an affirmation of the LTFP.
- Our LTFP challenge remains that despite making savings through the Business Improvement Program our financial position remains one of declining.
- CEO objectives remain the same at this stage, with mid-year checkpoint late January providing the opportunity if Council wish to amend post-election.
- Foundations now in place for program management and financial management reporting. This is going well with managers providing monthly commentary on variances.
- Tracking favourable YTD on operating result, although seeing budget timing issues.
- Program delivery represents a major challenge as seeking to lift from \$16m last year to \$26m this year. We are currently behind on project delivery and are bringing on board project management resources in order to get projects underway.
- Preparing for the implementation of allocation of corporate overheads for this upcoming budget, to achieve more accurate service costs to assist with setting fee levels based on cost recovery.
- Financial system health check session held with encouraging insights. Looking forward to the report being formalised enabling an action plan.
- Purchasing system upgrade project has recommenced following year-end and annual leave.
- General Manager (Kate Sullivan) has resigned from her General Manager role, and has accepted a project management role with Council for six months. Phil Rowland has been appointed for six months in an acting General Manager capacity. Phil is a former local government CEO. Permanent recruitment is intended to commence mid-late February.
- The CEO recognised that for Brian and Melissa this is the last meeting in their current term and expressed thanks for their strong contribution.

CEO noted that Council well prepared for fire season, with an expected high risk area of grass fires.

Committee Resolution

MOVED Ms Melissa Field, Seconded Cr Margot Smith

That the Audit & Risk Committee receive and note the Chief Executive Officer's update.

CARRIED

2.2 Confidential Business Improvement Program - Status Report

Charter Reference: 9.2.5

Author's Title: Manager Business Improvement **CEO:** Keith Baillie

Department: Business Improvement **File No:** F16/881

Division: Office of the CEO **Trim No:** IC16/1211

Appendix:

1. Confidential Business Improvement Program - Update for November 2016 Audit and Risk Committee Meeting (D16/107261)

Officer Direct or Indirect Conflict of Interest:

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

Status:

Information classified confidential under Section 77 of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Purpose

To receive an update on activities associated with the Business Improvement Program.

Discussion

A briefing was last provided to the Audit and Risk Committee on the Business Improvement Program at the September 2016 meeting.

This report provides an update on the progress of the 2016/17 work plan.

Recommendation

That the Audit & Risk Committee notes the progress of the Business Improvement Program.

Meeting Discussion

Officer introduced Trevor Britten as the new Business Improvement Officer.

Committee Resolution

MOVED Cr Margot Smith, Seconded Cr Clive Goldsworthy

That the Audit & Risk Committee notes the progress of the Business Improvement Program.

CARRIED

3. RISK MANAGEMENT

3.1 Work Health & Safety Report

Charter Reference: N/R

Author's Title: Team Leader Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F16/145

Division: Governance & Infrastructure

Trim No: IC16/1227

Appendix:

1. Audit & Risk Committee - Workplace Health & Safety Report - July -to September 2016 (D16/111101)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Purpose

To provide and discuss an updated Work Health & Safety report.

Recommendation

That the Audit & Risk Committee receive and note the Work Health & Safety report.

Meeting Discussion

- Maintained OHS accreditations and working through minor non-conformances raised.
- Improvements to Work Cover figures.
- Explained actions taken to address any issues. Campaigns recently launched around safety and elevating attention and alertness of issues include Management Reviews, Cross Functional Audits, 10,000 Steps Challenge, Health and Wellbeing and Sun Smart programs.
- Expecting to see incident reporting to increase with increased awareness.
- Demographic of workforce - 75% are over 40. Workplace diversity strategy - Partnerships with Deakin University and schools are developed to encourage Council being a career of choice. Three year plan.
- Committee commented page 46, Incidents vs Hazards Table - 10 hazards identified with no proactive reporting and identifying hazards. Sought an understanding of what other toolbox meetings, discussions, inspections etc were occurring that would demonstrate a healthy culture towards safety.
- Suggest analysis of injuries based on tenure and age.

Committee Resolution

MOVED Mr John Gavens, Seconded Cr Margot Smith

That the Audit & Risk Committee receive and note the Work Health & Safety report.

CARRIED

3.2 Enterprise Risk Management Report

Charter Reference: 9.5.1, 9.5.2, 9.5.3

Author's Title: Coordinator Risk Management & Legal Services **General Manager:** Anne Howard

Department: Governance & Risk **File No:** F16/1075

Division: Governance & Infrastructure **Trim No:** IC16/1240

Appendix:

1. Audit & Risk Committee Report November 2016 (D16/115066)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential under Section 77 of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Purpose

To present the Enterprise Risk Management Report to the Audit & Risk Committee.

The report includes:

- a) Risk Profile
- b) Strategic Risks – Current Rating Serious or High – work in progress includes starting to assess and note controls effectiveness and evidence.
- c) Operational Risks – Current Rating Serious
- d) Risk Treatment Action Status
- e) New and Emerging Risks
- f) Risk Management Improvement Activities
- g) Draft Control Effectiveness Table included at Appendix 1 – for ARC member input.

Recommendation

That the Audit & Risk Committee:

1. Note the Enterprise Risk Management Report.
2. Provide feedback on the controls evidence provided in the strategic risk table.
3. Provide feedback on the control effectiveness table.

Meeting Discussion

- Council will be developing its Tree Management Plan in conjunction with the Road Management Plan.
- Stage Three of the Tree Audit in Lorne to commence in February 2017 to assess the health of trees.
- Stage One and Two of the Tree Audit to be re-visited as part of developing an action plan.
- Travis Nelson, risk owner, to present to the Committee on Risk 30 in February 2017. This will include an update on the Tree Management Plan.
- Risk 56, trending upwards as a result of internal assessment to adjust controls.
- Risk 94, check the Great Ocean Road cliff damage included as a risk.
- Risk 36, under review by Rowan Mackenzie and Phil Rowland - General Manager Environment & Development.
- Requested to check that the purchasing system issue is included in register. Wendy Hope to update members via email.
- Discussed Winchelsea Common risk and affirmed that this will remain in the risk register for monitoring.

Committee Resolution

MOVED Ms Melissa Field, Seconded Ms Debra Russell

That the Audit & Risk Committee:

1. Note the Enterprise Risk Management Report.
2. Provide feedback on the controls evidence provided in the strategic risk table.
3. Provide feedback on the control effectiveness table.

CARRIED

4. AUDIT REPORTS

4.2 External Auditor Update (Victorian Auditor General's Office)

Charter Reference: 9.1.7

Author's Title: Team Leader Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F16/145

Division: Governance & Infrastructure

Trim No: IC16/1232

Appendix:

1. VAGO Final Management Letter (D16/106093)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Purpose

To receive a verbal update from the External Auditors (VAGO) including the final Management Letter.

Recommendation

That the Audit & Risk Committee receive and note the External Auditors (VAGO) update including the final Management Letter and ensures outstanding items are included in the Outstanding Issues and Actions report.

Meeting Discussion

VAGO representatives not present to provide verbal update.

- John Brockway advised that VAGO had recently been on-site for an interim audit and will return in April 2017.
- Brief discussion about VAGO released Local Government finances report in last week. Not yet been reviewed by officers.
- Query regarding the internal finance measure being low for one year and then returning to 'green' status. John Brockway advised that this was due to high capital expenditure eg Community Centre.
- Five matters in Management Letter three of which have been closed and two are in progress and will be closed by end of year.
- Accounting policies to be reviewed by Audit and Risk Committee eg Fixed Asset Policy.

Committee Resolution

MOVED Cr Margot Smith, Seconded Ms Melissa Field

That the Audit & Risk Committee receive and note the External Auditors (VAGO) update including the final Management Letter and ensures outstanding items are included in the Outstanding Issues and Actions report.

CARRIED

4.3 Performance Audit Reports - External Agencies

Charter Reference: 9.9.3

Author's Title: Coordinator Risk Management & Legal Services **General Manager:** Anne Howard

Department: Governance & Risk **File No:** F16/1075

Division: Governance & Infrastructure **Trim No:** IC16/1193

Appendix:

1. Performance Audit Report September - October (D16/115081)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential under Section 77 of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Purpose

To present the various external agencies Performance Audit Reports and identify any learnings for Council.

Full copies of the reports can be located at the relevant websites.

Recommendation

That the Audit & Risk Committee receives and notes the various external agencies performance audit reports and identify any learnings for Council.

Committee Resolution

MOVED Cr Margot Smith, Seconded Ms Melissa Field

That the Audit & Risk Committee receives and notes the various external agencies performance audit reports and identify any learnings for Council.

CARRIED

5. FINANCIAL REPORTS

5.1 Quarterly Financial Report - September 2016

Charter Reference: 9.6

Author's Title: Coordinator Management
Accounting

General Manager: Anne Howard

Department: Finance

File No: F16/145

Division: Governance & Infrastructure

Trim No: IC16/1224

Appendix:

1. Quarterly Financial Report - September 2016 (D16/110508)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Purpose

To present a Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows, Statement of Changes in Equity and Statement of Capital Works for the three months ending 30 September 2016.

The key financial results are as follows:

Year to date measure	Value (\$m)	Commentary
Total Comprehensive Result	38.48	\$2.34m favourable to YTD Budget
Capital Works expenditure	1.53	\$1.88m favourable to YTD Budget
Net Assets & Total Equity	490.84	\$59.11m favourable to YTD Budget
Cash & Cash Equivalents (including financial assets)	32.18	\$9.50m favourable to YTD Budget

Recommendation

That the Audit & Risk Committee receive and note the September 2016 Quarterly Financial Report.

Meeting Discussion

Reporting to Council has changed. Monthly Council briefings include investment performance, infringements and debtors.

Committee Resolution

MOVED Mr John Gavens, Seconded Ms Melissa Field

That the Audit & Risk Committee receive and note the September 2016 Quarterly Financial Report.

CARRIED

5.2 Program Status Report July to September Quarter 2016

Author's Title: Manager Program Management Office **General Manager:** Phil Rowland (Acting)
Department: Program Management Office **File No:** F16/189
Division: Environment & Development **Trim No:** IC16/1225
Appendix:

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

Purpose

To receive and note the Program Status Report for the April to June 2016 quarter.

Summary

The Program Status Report provides an overview of the status of each capital and operational project for time, cost and scope providing a flag for risks to project delivery. The report highlights changes that have occurred in the program of projects, including a summary of projects budgets that have been amended by Council and the value of the Program at the end of each quarter. This report is provided to Council quarterly.

Each project in the Program Status Report has been assessed for risk to time, cost and scope. Status is reported to Executive Management Team monthly, and to Council quarterly.

A spend target has been 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 will be 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 will be 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 Program Management Office.

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:

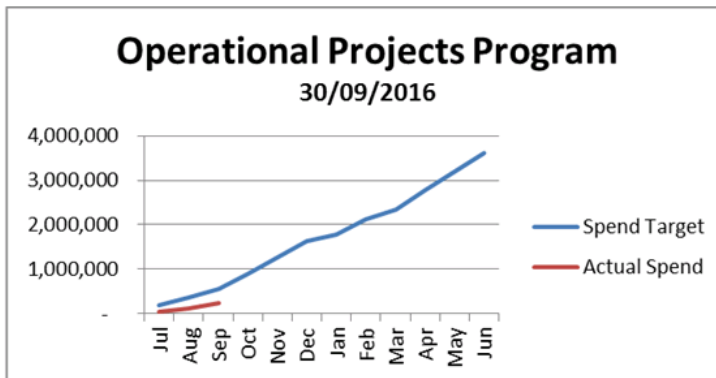
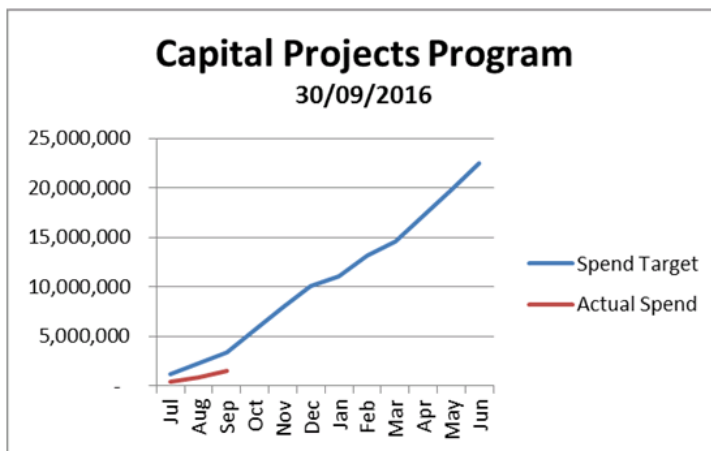
Program	Actual 2015/16 \$'000	Spend Target 2016/17 \$'000	Increase	
			\$'000	%
Capital	14,966	22,455	7,490	50.05
Operational	1,922	3,617	1,695	88.19
TOTAL	16,888	26,072	9,184	54.38

5.2 Program Status Report July to September Quarter 2016

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

A graphic representation of spend target and actual spend Year to Date (YTD) at the end of the July to September Quarter 2016 follows:



The graphs indicate that spend is tracking below target. A number of initiatives are being undertaken to address this including:

- In line with Council's project management resourcing model, analysis of project management requirements for the program and recruitment of additional project managers using project budget allocations made for this purpose
- Confirmation of timing for significant project value (>\$200K) to confirm or re-profile the spend target
- Using Sponsor Support Fund to provide support for 2016/17 project charter development where sponsors have significant project load
- Using Sponsor Support Fund to provide support for 2017/18 project proposal development so that sponsors stay focussed on current program delivery

5.2 Program Status Report July to September Quarter 2016

- Continuing support from the Program Management Office to embed the Project Delivery Framework and ensure roles, accountability and responsibilities are clear
- Targeted project health checks to identify where changes can be made to ensure project delivery.

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).

Recommendation

That the Audit and Risk Committee note the Program Status Report for the July to September 2016 quarter.

Meeting Discussion

- The 16/17 target spend is significantly higher than previous years.
- Current spend is behind target for YTD. It is expected that delivery will lift but may not fully recover this lag.
- Resources are being deployed in a number of areas to lift delivery.

Committee Resolution

MOVED Mr John Gavens, Seconded Cr Margot Smith

That the Audit and Risk Committee note the Program Status Report for the July to September 2016 quarter.

CARRIED

6. OTHER REPORTS

6.1 SCS-002 Councillor Code of Conduct - Review

Charter Reference: 9.7.4

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F11/22

Division: Governance & Infrastructure

Trim No: IC16/1184

Appendix:

1. SCS-002 Councillor Code of Conduct - Final for 31 May 2016 Special Council Meeting (D16/47075)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Purpose

Councillors are required to sign the Oath of Office and make a declaration that they have read and will abide by the Councillor Code of Conduct (Section 63 Local Government Act 1989). If any Councillor fails to comply with this requirement within three months of the election, their position is declared vacant. For the new Council this was completed at a ceremony on Thursday 3 November 2016.

Pursuant to s.76C of the Local Government Act 1989, the Councillor Code of Conduct must now be reviewed within 4 months of the election, by calling a special meeting solely for this purpose. At that special meeting, Council must approve any amendments.

Within one month of any amendments to the Code being approved, each Councillor must make a further declaration stating that they will abide by the Code. A failure to do so will result in disqualification under s.29(1)(ea) of the Act.

If there are no amendments made to the Code, the further declaration is not required.

As the Code of Conduct was only adopted in May 2016 in accordance with the legislation, and was found to be fully compliant following an audit by the Local Government Investigations and Compliance Inspectorate, no changes are recommended at this time.

It is expected that the review by Council will take place in January 2017.

Recommendation

That the Audit & Risk Committee note the Councillor Code of Conduct and provides any feedback for Council's consideration.

Meeting Discussion

- Review of Councillor Code of Conduct - Special Council Meeting - 24 January 2017.
- MAV and LGV guidelines are used to develop the code.
- No changes to the Code of Conduct since adoption in mid-2016. Councillors happy with current version.
- Numbering on page 153 to be amended, heading 2. Purpose of the Council Code of Conduct.
- Include IBAC reporting requirements in a future review.

Committee Resolution

MOVED Cr Margot Smith, Seconded Ms Melissa Field

That the Audit & Risk Committee note the Councillor Code of Conduct.

CARRIED

6.2 Review of Audit Committee Charter

Charter Reference: 9.10.1, 9.10.4

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F16/145

Division: Governance & Infrastructure

Trim No: IC16/1185

Appendix:

1. Confidential - Audit and Risk Committee Charter - Draft for Review by Audit and Risk Committee November 2016 (D16/115100)
2. Matrix of Audit and Risk Committee Independent Member Skills and Qualifications 7 November 2016 (D16/115104)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential under Section 77 of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Purpose

Please note this report contains confidential information in the form of a skills and experience matrix.

To present the Audit and Risk Committee Charter for the Committee's review before endorsement by Council (see copy at Attachment 1).

The recent VAGO report relating to Audit Committee Governance provided recommendations for Audit Committees to consider which can help to guide this process. The main points are summarised below:

Recommendation	Response
Ensure an appropriate mix of skills and experience needed for audit committee membership and to identify any gaps.	Skills and experience required outlined in Charter. Skills matrix provided by VAGO – see Attachment 2.
Ensure that annual work programs cover each audit committee charter responsibility.	Charter has been updated to align with the 16/17 Audit and Risk Committee Workplan.
Work with the audit committee to better define, or refine, the committee's information needs, including whether reported information is reliable and understandable.	Recent improvements to risk reporting and format of other reports were agreed in the last 12 months.
Align audit committee meeting materials and agendas with priority areas.	Committee work plan identifies key areas and emerging items are added as needed. More strategic focus in relation to risk management.
Conduct formal reviews of the performance and independence of independent audit committee members before reappointing them for additional terms.	Reviews of performance as a Committee completed.
Consider offering continuing education that addresses topics relevant to the audit committee's needs.	No formal education program although induction program completed and subject matter experts invited to meetings to discuss particular topics of interest.
Work with the audit committee to evaluate whether it has the capacity to fully acquit its obligations under the charter, or whether there is a need	Regular review of Charter.

6.2 Review of Audit Committee Charter

to review its role, structure and/or operational arrangements.	
Recommendation	Response
Ensure that the risk oversight responsibilities of the audit committee are clear and that its role is supported by consistent risk reporting.	Risk reporting streamlined and in accordance with internal audit and Audit and Risk Committee requirements.
Consider whether audit committee minutes should include relevant elements of the committee's discussion to transparently demonstrate the committee's performance.	Brief discussion points now included in minutes which are published in the Council agenda.
Ensure that the audit committee approves final internal audit scopes.	Audit scopes forwarded to Audit and Risk Committee for final approval.
Develop and implement a process where the audit committee makes the final decision on potential conflicts of interest for outsourced internal audit providers who perform other consultancy work for the agency.	No such procedures in place.
Ensure that the audit committee has a formal process to review the performance of the internal audit function and report the results to the head of the agency.	Annual surveys are completed and results provided to CEO within the agenda.
Ensure that the audit committee continues to monitor all audit actions, even if they fall outside the scope of financial management, performance and sustainability.	All audit actions are included in the 'Issues and Actions' report that is provided to the committee.
Have the audit committee require internal auditors to conduct periodic testing of whether audit actions reported as completed by management have been effectively implemented.	This was completed last year and more recently for previous audits.
Have the audit committee require the internal audit function to undertake periodic assessments of a sample of closed audit actions to ensure that underlying issues have been effectively resolved—these should be selected in a risk-based manner.	This was completed last year and more recently for previous audits.

In general the Audit and Risk Committee Charter covers the items outlined above and, based on the above, minimal change appears to be required. The Charter has been aligned with the 16/17 Work Plan and item 9.1.7 relating to the independence of the external auditor has been removed.

The Charter is provided for Audit and Risk Committee feedback and recommendations for amendment before being presented to Council for adoption.

Recommendation

That the Audit & Risk Committee agrees any changes required to the Audit and Risk Committee Charter for this to be updated and forwarded to Council for endorsement.

Meeting Discussion

- Charter updated to reflect Work plan.
- 9.1.7 and 9.6.5 saying the same thing.
- 4.1 Substitute not required.
- 7. Quorum – Change to - Any four members of the Committee, one of which must be a Councillor.

6.2 Review of Audit Committee Charter

- 8.5 Remove ten days.
- 9.1.3 Report on VAGO financials – change to 'review' report.
- 9.8.4 Change to – Review fraud and corruption framework and prevention strategies.
- Debra Russell and John Gavens to send through updated profiles.
- Include requirement for Audit Committee to ensure independence of internal auditor when carrying out consulting work. Work plan to be attached to this report.
- Re circulate Audit and Risk Committee Charter and request feedback before Christmas.

Committee Resolution

MOVED Ms Debra Russell, Seconded Mr John Gavens

That the Audit & Risk Committee agrees any changes required to the Audit and Risk Committee Charter for this to be updated and forwarded to Council for endorsement.

CARRIED

6.3 Audit Committee Independent Members - Expressions of Interest

Charter Reference: 9.10

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F16/145

Division: Governance & Infrastructure

Trim No: IC16/1222

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Purpose

To provide an update on the Expression of Interest process for Independent Members.

Background

Brian Keane and Melissa Field's appointments expire on 31 January 2017, with both having served terms of four years.

The Audit and Risk Committee Charter states that 'Appointment of independent representatives shall be made by Council by way of a public advertisement and be for a maximum term of four years'. Accordingly Council is currently advertising the two independent member vacancies with a closing date of 4 December 2016.

The Charter mandates that a selection panel will be convened that includes the CEO (or delegate) and the two Councillor representatives. Applications will be assessed against the criteria described in the Charter at point 5.2 and a recommendation made to Council at their meeting in January 2017 in relation to the appointment of members and the position of Chair.

Council and the Committee thank Brian and Melissa for their hard work and professionalism over the past four years and confirm that both are eligible to apply for the positions being advertised.

Recommendation

That the Audit & Risk Committee:

1. Acknowledge and thank Brian Keane and Melissa Field for their hard work and expert advice over the last four years on this Committee.
2. Note that an expression of interest process is currently underway to recruit two independent members.

Meeting Discussion

- Melissa and Brian's terms expire in January 2017.
- Expression of interest process is underway and applications close 4 January 2017.
- Thanks were given to Melissa and Brian for their expertise and hard work.

Committee Resolution

MOVED Cr Margot Smith, Seconded Cr Clive Goldsworthy

That the Audit & Risk Committee:

1. Acknowledge and thank Brian Keane and Melissa Field for their hard work and expert advice over the last four years on this Committee.
2. Note that an expression of interest process is currently underway to recruit two independent members.

CARRIED

7. ADMINISTRATIVE MATTERS

7.1 Next Meeting, Proposed Agenda Outline and Schedule 2017

Charter Reference: 9.10.2

Author's Title: Team Leader Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F16/145

Division: Governance & Infrastructure

Trim No: IC16/906

Appendix:

1. Audit & Risk Committee Meeting Dates 2017 (D16/110232)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Purpose

The proposed meeting schedule for 2017 is attached at Appendix 1. The next meeting is proposed to be held on **Tuesday, 21 February 2017 from 9.00 – 11.30am.**

The proposed Agenda outline for this meeting is as follows:

- Chief Executive Officer's Update
- Outstanding Issues & Actions
- Presentations
- Business Improvement Update
- Financial Reports
 - Monthly Finance Report
 - VAGO Sustainability Indicators
- Risk Management
 - Enterprise Risk Management Report
 - WHS and Program Management Report
- Audit Reports
 - Internal Auditors Update (Grant Thornton) *(include annual assessment of internal audit performance)*
 - External Audit Update (VAGO)
 - Performance Audit Reports – External Bodies
- Other Reports
 - SCS- 019 Procurement Policy
 - SCS-009 Infrastructure Special Rate and Charge Scheme
 - Fraud Prevention and Awareness Strategies including Fraud Control Plan
 - IBAC mandatory reporting.
- Administrative Matters
 - Next Meeting Date & Proposed Agenda

Recommendation

That the Audit & Risk Committee confirm the 2017 meeting schedule and note the next meeting to be held on Tuesday, 21 February 2017 from 9.00 – 11.30am.

Meeting Discussion

Inclusions for February Agenda

- Briefing on IBAC mandatory reporting.
- Update on Local Government Act changes – Review Responsibilities of Audit Committees.

Committee Resolution

MOVED Ms Debra Russell, Seconded Cr Margot Smith

That the Audit & Risk Committee confirm the 2017 meeting schedule and note the next meeting to be held on Tuesday, 21 February 2017 from 9.00 – 11.30am.

CARRIED

Chair requested item to be moved at the end of Agenda.

4.1 Confidential - Grant Thornton Internal Audit Status Report and Update

Charter Reference: 9.2

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F16/145

Division: Governance & Infrastructure

Trim No: IC16/1258

Appendix:

1. Grant Thornton Status Report (D16/114628)
2. Confidential - Purchasing Review Phase One - Final Report (D16/114631)
3. Follow Up Audit - Final Report (D16/114634)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Purpose

This report is to receive an update from Grant Thornton including:

- Internal Audit Status report – incorporating the annual performance survey results
- Purchasing Review – Phase 1 – final report
- Follow Up Review – final report

Please note confidential status of this report and attachments.

Recommendation

That the Audit & Risk Committee:

1. Receive and note the status report and performance survey results.
2. Receive and note the Purchasing Review Phase 1 report and add the relevant items to the Outstanding Issues and Actions Report.
3. Receive and note the Follow Up Review final report and ensure relevant items are included in the Outstanding Issues and Actions Report.

Meeting Discussion

- Community engagement and road management reviews have commenced and terms of reference will be circulated to ARC members by email.
- Road Management Plan Review has been scoped with officers.
- Grant Thornton will work more closely to timelines.
- Wendy Hope to email audit scope early to ARC members after management input, for their comment.
- Noted that GT contract due to end in first part of 2018. CEO to bring discussion to next meeting in Feb 2017 to ensure this is managed without impact on audit plans.
- Update report to reflect Follow Up Audit (Grant Thornton) internal report findings where there are three instances of recommendations being marked as 'in progress' when previously marked as completed in Outstanding Issues and Actions report. Ensure those items are identified and returned to the Issues and Actions report. Example Item 6, page 14 ARC Outstanding & Issues Action report and Item 2.1, page 93 Internal Audit Report (Grant Thornton).

Committee Resolution

MOVED Mr John Gavens, Seconded Ms Debra Russell

That the Audit & Risk Committee:

1. Receive and note the status report and performance survey results.
2. Receive and note the Purchasing Review Phase 1 report and add the relevant items to the Outstanding Issues and Actions Report.
3. Receive and note the Follow Up Review final report and ensure relevant items are included in the Outstanding Issues and Actions Report.

CARRIED

Close: There being no further items of business the main meeting closed at 10.50 am.

8. CLOSED SECTION

The Chair then commenced a members meeting only with the internal auditor Grant Thornton.

Closed meeting had no matters arising that required management action.

Meeting closed at 11:15am.

5.1 Advisory Committee Minutes

APPENDIX 4 COUNCIL REPORT PLANNING COMMITTEE MINUTES - 12 DECEMBER 2016



Minutes of Planning Committee Meeting No. 470 held at 5.00pm Monday 12 December 2016 in the Council Chambers, Surf Coast Shire Offices Torquay.

1. **OPENING OF MEETING**
5.05 pm
2. **PRESENT**
Robert Troup (Chairman), Wesley McClendon, Lesley Evans, Austin Swain, Mich Watt
3. **APOLOGIES**
Nil
4. **CONFIRMATION OF MINUTES**
Minutes of the Planning Committee Meeting held on Monday 14 November 2016
Moved: Wesley McClendon Seconded: Robert Troup
5. **DISCLOSURE OF CONFLICTS OF INTEREST**
Nil
DISCLOSURE OF INTERESTS (AT DISCRETION OF COMMITTEE)
Nil
6. **PUBLIC PRESENTATIONS**

Item	Applicant	Objector
8.1	Christina Metcalfe (Nook Architecture)	Helen Adams
8.2	Chris Hay	-

7. **CONSIDERATION OF THE AGENDA**
As Presented
8. **CONSIDERATION OF APPLICATIONS FOR A PERMIT**

Item 8.1 6-8 Boston Road, Torquay (16/0210).....Page 3
Construction of a Two Storey Building Comprising of
6 Retail Tenancies and 2 Offices and a Reduction of
Standard Car Parking Requirements

Item 8.2 8 Winki Way, Torquay (16/0227).....Page 27
Use of the Land for an Education Facility (Music School)
and a Rehearsal and Sound Recording Studio and
the display of Advertising Signage and the Waiving of the Standard
Car Parking Requirements
9. **RECENT VCAT DECISIONS**

Application Number: 06/0204J
VCAT Ref: P874/2016
Address: 350 Grossmans Road, Torquay
Officer Recommendation: Issue Notice of Decision to Amend Permit
Resolution: Officer Recommendation Overturned – Amendment Refused
VCAT Decision: Decision of Responsible Authority Affirmed – Planning Permit Must
Not Be Amended

Proposal: Amend condition of permit – change to requirement for on-site
Manager at all times

Application Number: 16/0049
VCAT Ref: P1026/2016
Address: 645 Cape Otway Road, Moriac



Officer Recommendation:	Issue Notice of Decision to Issue Permit
Resolution:	Officer Recommendation Upheld – Notice of Decision Issued
VCAT Decision:	Decision of Responsible Authority Affirmed – Planning Permit Issued
Proposal:	Use and Development of a Telecommunications Facility
Application Number:	15/0533
VCAT Ref:	P949/2016 & P1151/2016
Address:	4 Ridge Road, Fairhaven
Officer Recommendation:	Issue Notice of Decision to Issue Permit
Resolution:	Officer Recommendation Upheld – Notice of Decision Issued
VCAT Decision:	Decision of Responsible Authority Affirmed – Planning Permit Issued with Varied Condition
Proposal:	Construction of a Dwelling and Swimming Pool, Construction of a Fence and Vegetation Removal in Accordance with the Endorsed Plans

10. POLICY ISSUES
Nil

11. OTHER MATTERS
Nil

12. CLOSE OF MEETING
6.00 pm

NEXT MEETING – 2017 (Date to be confirmed)



ITEM NO: 8.1
PLANNING REF: 16/0210
PROPOSAL: Construction of a Two Story Building comprising of 6 Retail Tenancies and 2 Offices and a reduction of Standard car parking requirements
APPLICANT: Nook Architecture Pty Ltd
DATE RECEIVED: 24-May-2016
SUBJECT LAND: 6-8 BOSTON ROAD, TORQUAY. (LOT: 84 PLN: 2210)
ZONE: Commercial 1
OVERLAYS: Parking Overlay - Schedule 2, Design and Development - Schedule 6, Development Contributions Plan
PERMIT REQUIRED UNDER CLAUSES: 34.01-4, 43.02-2, 43.02-4 & 45.09-3
EXISTING USE: Retail & Vacant
REPORTING OFFICER: Cameron Hayes

REASON FOR REFERRAL TO PLANNING COMMITTEE:

Planning Officer recommending refusal

Objections received 4

MOVED: Wesley McClendon **SECONDED:** Austin Swain **FOR:** 4 **AGAINST:** 0

OFFICERS RECOMMENDATION **ALTERNATIVE RECOMMENDATION**

POINTS OF DISCUSSION:

The Committee discussed modifications to permit conditions.

ALTERATIONS TO PLANNING OFFICER RECOMMENDATION:

Additional Conditions 1.a.vi.,vii, and viii

Additional Condition 1.b.ix.

Change to Condition 4.a.

PLANNING COMMITTEE RESOLUTION

That Council having caused notice of Planning Application No. 16/0210 to be given under Section 52 of the *Planning and Environment Act 1987* and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to Grant a Notice of Decision to Grant a Permit under the provisions of 34.01-4, 43.02-2, 43.02-4 & 45.09-3 of the Surf Coast Planning Scheme in respect of the land known and described as 6-8 BOSTON ROAD, TORQUAY., for the Construction of a Two Story Building comprising of 6 Retail Tenancies and 2 Offices and a reduction of Standard car parking requirements in accordance with the endorsed plans, subject to the following conditions:

Amended plans required for endorsement

1. Before the release of the endorsed plans for the approved development:
 - a. 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:
 - i. Car parking complying with Design Standard 2 of Clause 52.06-8 of the planning scheme.



- ii. Details of how tenancies 01-04 will be protected from storm water runoff from the car park.
- iii. Details of wheel stops to be installed in car spaces 1-17 in accordance with AS2890.1-2004
- iv. 2m high acoustic barrier to be installed along the Western Boundary
- v. a schedule of external materials, finishes and colours incorporating colour samples, including details of the roof cladding. External colours should be neutral and muted to assist in visually blending the building with the surrounding natural landscape;
- vi. relocation of bin storage area away from the residential interface and not visible from the street, without a reduction in on site car parking
- vii. Provision of a green wall on the western elevation
- viii. The use of anti-graffiti treatment on the northern wall of Tenancy 1 ground floor

Landscape plans required for endorsement

- b. Landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
 - i. a survey (including botanical names) of all existing vegetation to be retained and/or removed;
 - ii. buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary;
 - iii. details of surface finishes of pathways and driveways;
 - iv. a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;
 - v. landscaping and planting within all open areas of the site;
 - vi. canopy trees of an appropriate size to be planted within the car park
 - vii. landscaping treatment to prevent unsafe spaces in Pearl Street within the landscape indents
 - viii. only the use of plant species indigenous to the locality;
 - ix. a maintenance arrangement and irrigation for the green wall

All species selected must be to the satisfaction of the responsible authority

Bond

- c. A cash bond or bank guarantee to the value of \$5000 must be deposited with the responsible authority by the developer of the land as security against failure to protect existing native vegetation to be retained or to comply with the landscape plan endorsed under this permit. The bond or bank guarantee will only be refunded or discharged by the responsible authority upon being satisfied that the requirements of the landscape plan and protection of native vegetation have been fulfilled to the satisfaction of the responsible authority.

Plans to be endorsed

2. The plans to be endorsed and which will then form part of the permit are the plans submitted with the application.

Landscaping before commencement of use/occupation

3. Before the occupation of the development or by such later date as is approved by the responsible authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.



Car park

4. Before the starts:
 - a. a payment of \$43,245.00 for three (3) car parking spaces must be paid to the responsible authority.
 - i. This amount is to be indexed annually on 1st July in accordance with increases in construction costs as per the appropriate edition of Rawlinsons Australian Construction Handbook.
 - ii. The contribution must be made before the use and/or development commences, unless a permit condition allows payment in instalments through an agreement under Section 173 of the Planning and Environment Act 1987.
 - b. the area(s) set-aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
 - i. constructed
 - ii. properly formed to such levels that they can be used in accordance with the plans
 - iii. surfaced with an all-weather-seal coat
 - iv. drained
 - v. line marked to indicate each car space and all access lanes
 - vi. clearly marked to show the direction of traffic along access lanes and driveways to the satisfaction of the responsible authority.
Car spaces, access lanes and driveways must be kept available for these purposes at all times.

Acoustic Barrier

5. Prior to the use of the car park commencing the acoustic barrier as required by condition 1a iv must be installed and maintained at all times to the satisfaction of the responsible authority.

Vehicle crossings

6. The following requirements shall apply to vehicle crossings and driveways that shall be constructed to the satisfaction of the responsible authority:
 - a. Vehicle crossings shall be constructed in reinforced concrete or other approved material;
 - b. New vehicle crossings to suit the proposed driveways shall be constructed;
 - c. Redundant vehicle crossings shall be removed and kerb and channel or other approved road edgings reinstated to suit existing works;
 - d. A "Non-Utility - Minor Works" permit shall be obtained from the Coordinating Road Authority defined in the Roads Management Act 2004 prior to any works being undertaken in road reserves.

Maximum building height - RL

7. The maximum building height must not exceed RL 26.35 in accordance with the endorsed plans and to the satisfaction of the responsible authority.

Amenity

8. The use must be conducted to the satisfaction of the responsible authority so that the amenity of the area is not detrimentally affected by the use or development, through the:
 - a. Transport of materials, goods or commodities to or from the land;
 - b. Appearance of any buildings, works or materials;
 - c. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
 - d. Presence of vermin.



Control of light spill

9. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the responsible authority.

Regulation of delivery times

10. Deliveries to and from the site (including waste collection) must only take place between:
- 7:00 am and 10:00 pm Monday to Saturday
 - 9:00 am and 10:00 pm Sunday

Developer Contributions

11. A Development Infrastructure Levy must be paid to the Collecting Agency (Surf Coast Shire Council) based on the net change in demand units in accordance with the provisions of the incorporated Torquay – Jan Juc Development Contributions Plan applying to the land. The payment must be made after certification of the relevant plan of subdivision but not more than 21 days before a Statement of Compliance is issued under the Subdivision Act 1988.

Advertising signs

12. The sign lighting must be designed, baffled and located to the satisfaction of the responsible authority to prevent any adverse effect on adjoining land.
13. The sign(s) must not contain any flashing light.
14. The sign(s) must be constructed and maintained to the satisfaction of the responsible authority.
15. All signs must be located within the boundary of the land.

Expiry

16. 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 use is not started within two years after the completion of the development
 - The use is discontinued for a period of two years.

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

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

Note 2.0.1 – 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 – Developer Contributions

Please note that the Development Infrastructure Levy amount required to be paid in Condition 11 of the planning permit will be adjusted annually on 1 July each year to cover inflation, by applying the Building Price Index June Quarter for Melbourne in Rawlinsons Australian Construction Handbook. You will be advised of this amount after your plan of subdivision has been certified, however you will need to contact Council within 28 days prior to payment being issued to confirm the amount due.

CARRIED



ITEM: 8.2
PLANNING REF: 16/0227
PROPOSAL Use of the Land for an Education Facility (Music School) and a Rehearsal and Sound Recording Studio and the display of Advertising Signage and the Waiving of the Standard Car Parking Requirements
APPLICANT Waves Music Co.
DATE RECEIVED 03-Jun-2016
PROPERTY ADDRESS 8 WINKI WAY, TORQUAY, VIC 3228
ZONE Industrial 3
OVERLAY/S Design and Development - Schedule 5, Development Contributions Plan
PERMIT REQUIRED UNDER CLAUSES: 33.03-1 and 43.02-4 and 52.06
ALLOCATED OFFICER Michelle Warren

REASON FOR REFERRAL TO PLANNING COMMITTEE:

Planning Officer recommending refusal

MOVED: Austin Swain **SECONDED:** Wesley McClendon **FOR:** 3 **AGAINST:**

OFFICERS RECOMMENDATION **ALTERNATIVE RECOMMENDATION**

POINTS OF DISCUSSION:

Committee discussed conditions for permit.

ALTERATIONS TO PLANNING OFFICER RECOMMENDATION:

Officer recommendation overturned and permit issued.

PLANNING COMMITTEE RESOLUTION

That Council having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to Grant a Permit under the provisions of the Surf Coast Planning Scheme in respect of the land known and described as 8 WINKI Way, Torquay for the Use of the Land for an Education Facility (Music School) and a Rehearsal and Sound Recording Studio and the Erection of Advertising Signage subject to the following conditions:

Amended plans required for endorsement

1. Within one month of the date of the permit, 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 site layout that includes identification of the area to be used by the approved use;
 - b) The internal layout of the building;
 - c) Details of acoustic/noise attenuation measures associated with the Rehearsal and Sound Recording Studio.

Use

2. Except with the prior written consent of the responsible authority the use may operate only between the following hours:
 - a) Music Lessons



-
- Monday – Friday (inclusive)
9am – 10am and 5.15pm – 9pm
- b) Shop
Monday – Friday (inclusive)
10am – 5.15 pm
- c) Rehearsal and Sound Recording Studio
Monday to Sunday (inclusive)
8pm - 6am
3. 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 premises.
4. Except with the prior written consent of the Responsible Authority, no more than 3 Music Students shall be present for music lessons on the site at any one time.

Plans to be endorsed

5. The use as shown on the endorsed documents must not be altered without the written consent of the responsible authority.

Advertising Signs

6. Within one month of the date of the permit, plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must show the siting, dimensions and graphics to the satisfaction of the responsible authority.
7. The sign(s) must be constructed and maintained to the satisfaction of the responsible authority.
8. All signs must be located within the boundary of the land.
9. The approval of this permit to display advertising signs expires fifteen years after the date of the permit.

General Amenity

10. The use must be conducted to the satisfaction of the responsible authority so that the amenity of the area is not detrimentally affected by the use or development, through the:
- a) Transport of materials, goods or commodities to or from the land;
 - b) Appearance of any buildings, works or materials;
 - c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
 - d) Presence of vermin.

Expiry of Permit

11. This permit will expire if one of the following circumstances applies:
- The use is not started within two years of the date of this permit
 - The use is discontinued for a period of two years or more.

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

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

CARRIED

5.1 Advisory Committee Minutes

APPENDIX 5 ALL ABILITIES ADVISORY COMMITTEE MINUTES - 13 DECEMBER 2016

All Abilities Advisory Committee (AAAC) Minutes Tuesday 13 December 2016 11am-1pm Winchelsea Room, Surf Coast Shire Council					
Attendees: Janet Brown, Richard Porter (Chairperson), Cr Heather Wellington (arrived at 12:30pm) Tina Gulino, Lucille Marks, Kevin Kelton (Carer of Lucille), Caroline Maplesden, Manny Pimentel, Damian Waight (Surf Coast Shire), Kerri Deague (Surf Coast Shire)					
Apologies: John Olsen, Rachael Shaw, Leone Mervin					
tem No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement / Action / Timeframe	Responsible
1	Welcome, introductions and acknowledgements	5			R Porter
1.1	Minutes from previous meeting	2	Minutes from previous meeting on 23 August 2016	Submitted as final for Council meeting on 22 November 2016 Accepted: C Maplesden Seconded: E Pimentel Carried: All	R Porter
1.2	Conflict of Interest	2	Declaration of conflict of interest	Nil	R Porter
2	New Business / Business Arising				
2.1	Councillor appointment to AAAC	2	Congratulations to Cr Heather Wellington on being elected to represent Council in the Winchelsea Ward at the Council elections in October. The AAAC welcomes Cr Wellington as the appointed representative for the next 12 months to this committee		D Waight

tem No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement / Action / Timeframe	Responsible
2.2	Council's Submission to State Disability Plan	5	In July Council made a submission to the Draft Victorian State Disability Plan 2017-20. The new State Disability Plan has now been released (December 2016). The five key approaches to achieve the vision of inclusion are: <ol style="list-style-type: none"> 1. Universal Design 2. Attitude Change 3. Economic Opportunity 4. (All Abilities) Representation 5. Rights and Protection Council's Access and Inclusion Plan aligns with the approaches.	K Deague will send the link to the Victorian Disability Plan to all members for their information	K Deague
2.3	Lorne Stribling Reserve Master planning	15	Susan Green (Program Management Office) provided information about the Master Planning process for Stribling Reserve in Lorne. Accessibility for all as well as maintaining the natural environment are priority considerations for the community users. It was noted that the topography of the location is particularly steep creating access challenges.	Action: The Draft plan for Stribling Reserve will be presented to AAAC at the February meeting	S Green
2.4	Council Workplace Diversity Commitment	15	Leanne Perryman (Manager People and Culture) presented information regarding the new Workplace Diversity Commitment launched in September 2016. A key focus is to increase employment opportunities for people with a disability within Council.	Action: AAAC suggested The Workplace Diversity Commitment document is made available on council website	K Deague & L Perryman
2.5	Access and Inclusion actions achieved in 2016	15	Kerri Deague circulated the Access and Inclusion Plan end of year progress report (July 2016), and presented a summary of the main areas of progress across council – Universal Access principles into all master plans, accessible council events, consultation with the AAAC at the planning phase and community awareness	Action: K Deague will attach the summary report to these minutes	K Deague
2.6	Accessible toilet facilities with adult change table and hoist	10	A discussion took place about investigating existing examples of accessible toilet and adult changing facilities with the view to having these available in Surf Coast Shire locations.	Action: K Deague will set up a time and date for members to tour an existing changing place within the City of Greater	K Deague

Item No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement / Action / Timeframe	Responsible
				Geelong	
5.	Next Meeting:	2	A 2017 meeting schedule will be sent to members in January. Meeting times will take place on the fourth Tuesday of every second month. The first meeting will take place on February 28 2017		K Deague
Future meetings – Fourth Tuesday of every second month, unless otherwise stated. Time: 11:00am – 1:00pm,					
Dates for 2017 meetings:			A schedule will be sent to members in January 2017		
Ground rules for our Meeting <ul style="list-style-type: none"> ▪ We start on time and finish on time ▪ We all participate and contribute – everyone is given an opportunity to voice their opinions ▪ We use improvement tools that enhance meeting efficiency and effectiveness ▪ We actively listen to what others have to say, seeking first to understand then to be understood 			<ul style="list-style-type: none"> ▪ We follow-up actions for which we are assigned responsibility and complete them on time ▪ We give and receive open and honest feedback in a constructive manner ▪ We use data to make decisions (whenever possible) ▪ We strive to continually improve our meeting process and build time into each agenda for reflection 		

Annual Progress Report December 2016

Surf Coast Shire
Access and Inclusion Plan
2014-24

9 January 2017





Year to date progress report on
the Access and Inclusion Plan
July 2015-June 2016

9 January 2017



Whole of council approach

Outcomes areas:

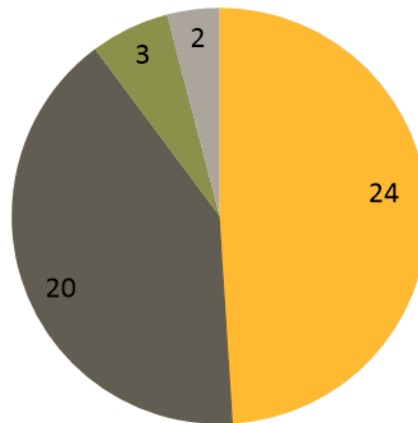
- Accessible buildings and facilities
- Access to the natural environment
- Inclusive and accessible community events
- Consultation with All Abilities Advisory Committee for Master Planning projects
- Workplace Diversity



Access and Inclusion snapshot

49 Council Actions

- Work in progress
- Met or exceeded
- Not met
- No action planned





Highlights: The built environment

- Access audits undertaken on all council buildings and facilities.
- Allocation of infrastructure budget for access improvements.
- Accessible features in majority of council community facilities recorded.
- Township mobility maps promoted through Visitor Information Centres.
- Internal staff training conducted – Understanding and applying access standards.



Highlights: The natural environment

- '*Accessible and well connected*' is one of the guiding principles of the Open Space Strategy which was adopted by Council in 2016.
- Council actively promotes the use of four types of beach and all terrain wheelchairs for access to the natural environment



Highlights: Community events

Universal access is nested into the planning phase for all Council managed community events.



9 January 2017



Highlights: Consultation with AAAC



- Feedback sought from AAAC for all Master Planning Projects including new buildings, facilities, playgrounds and open space reserves.
- Universal Access incorporated into all master plan project charters.



Highlights: Workplace Diversity

- Council adopted Workplace Diversity Commitment in September 2016.
- Employment and volunteer opportunities for people with all abilities is a major focus.





Access and Inclusion impacts

Who benefits:

- All Community members
- Visitors and tourists
- Permanent and part time residents
- New residents
- Council by meeting its obligations ongoing community need.





Access and Inclusion impacts

- Benefits for all community members and for the growing population
- Community awareness raising through media encourages all community to plan for and meet access needs for all
- Reliable, valid and accurate feedback provided to council from All Abilities Advisory Committee
- More people in general visit the Surf Coast due to its reputation for being universally accessible and inclusive

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: IC16/1366

Appendix:

1. Assembly of Councillors - Event Grant Synopsis Presentation - 13 December 2016 (D16/127341)
2. Assembly of Councillors - Workplace Health & Safety Induction - 13 December 2016 (D16/128938)
3. Assembly of Councillors - Council Briefing - 13 December 2016 (D17/7027)
4. Assembly of Councillors - Council Agenda Review - 13 December 2016 (D17/7024)
5. Assembly of Councillors - Council Plan Workshop – Day 1 - 15 December 2016 (D17/7025)
6. Assembly of Councillors - Council Plan Workshop – Day 2 - 16 December 2016 (D17/7028)
7. Assembly of Councillors - Council Briefing - 17 January 2017 (D17/7017)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To receive and note the 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. Event Grant Synopsis Presentation - 13 December 2016
2. Workplace Health & Safety Induction - 13 December 2016
3. Council Briefing Meeting- 13 December 2016
4. Council Briefing Agenda Review - 13 December 2016
5. Council Plan Workshop - Day 1 - 15 December 2016
6. Council Plan Workshop - Day 2 - 16 December 2016
7. Council Briefing Meeting - 17 January 2017

6.1 Assemblies of Councillors

**APPENDIX 1 ASSEMBLY OF COUNCILLORS - EVENT GRANT SYNOPSIS PRESENTATION - 13
DECEMBER 2016**



Assembly of Councillors Record

Description of Meeting: Event Grant Synopsis		
Responsible Officer: Matt Taylor		
Date: 13 December 2016		
In Attendance: Yes (✓) No (X) N/R (Not Required)		

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✗	Matt Taylor	✓
Cr. David Bell		General Manager Governance & Infrastructure – Anne Howard	✗	Manager Economic Development + Tourism	
Cr. Libby Coker	✓	General Manager Environment & Development – Phil Rowland	✗		
Cr. Martin Duke	✓	General Manager Culture & Community – Chris Pike	✗	Gretchen bibsc	
Cr. Clive Goldsworthy	✓			Business Support officer	✓
Cr. Rose Hodge	✓				
Cr. Carol McGregor, Deputy Mayor					
Cr. Margot Smith	✓				
Cr. Heather Wellington					

MEETING COMMENCED	11:02am	MEETING CONCLUDED	11:55am
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Matters considered at the meeting (or attach agenda)

profit + non for profit events to be noted.

How long do we sponsor events? Is there a decrease in funds over time.

Sculpture sites for Biennale to confirm with Grace

Road closure discussion for cycle events.

Aireys Inlet - no pope as its not ticketed - Discussion needed.

Date for Gnaouarre festival

Angelsea Music Festival - Discussion regarding ~~the~~ Karen Stoneham

Community events

Unallocated Funds - Do we redispurse funds or keep funds to be rolled over

Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed

Responsible Officer Signature:	Print Name: Matt Taylor
CEO/ General Manager (G&I) Signature:	Print Name: Phil Rowland
Date: 13.12.16	

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 - WORKPLACE HEALTH & SAFETY INDUCTION -
13 DECEMBER 2016**



Assembly of Councillors Record

Description of Meeting:	Workplace Health & Safety Induction
Responsible Officer:	Ross Williams / Leanne Perryman
Date:	13/12/16
In Attendance:	Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓		
Cr. David Bell	✓	General Manager Governance & Infrastructure – Anne Howard	X		
Cr. Libby Coker	✓	General Manager Environment & Development– Phil Rowland	X		
Cr. Martin Duke	✓	General Manager Culture & Community – Chris Pike	✓		
Cr. Clive Goldsworthy	✓				
Cr. Rose Hodge	✓				
Cr. Carol McGregor, Deputy Mayor	✓				
Cr. Margot Smith	✓				
Cr. Heather Wellington	X				

MEETING COMMENCED	1245	MEETING CONCLUDED	1305
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Matters considered at the meeting (or attach agenda)

Induction for councillors for WMS obligations

Surf Coast Shire
 FILE:
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22 DEC 2016
 OFFICER:
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Councillor/Officer Declarations of Interest

Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
NIL		

Responsible Officer Signature: *[Signature]* **Print Name:** Ross Williams

CEO/ General Manager (G&I) Signature: *[Signature]* **Print Name:** Anne Howard

Date: 21/12/16.

To be completed on conclusion of session and provided to Governance Administration Officer.



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6.1 Assemblies of Councillors

APPENDIX 3 ASSEMBLY OF COUNCILLORS - COUNCIL BRIEFING - 13 DECEMBER 2016



Assembly of Councillors Record

Description of Meeting: Council Briefing
Responsible Officer: General Manager Governance & Infrastructure – Anne Howard
Date: 13 December 2016
In Attendance: Yes (✓) No (X) N/R (Not Required)


Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Kylie Warne – Barwon Regional Partnerships Meeting Chair	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓	Unni Menon – Regional Development Victoria, Regional Manager	✓
Cr. Libby Coker	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Martin Duke	✓	General Manager Environment & Development - Phil Rowland	✓		
Cr. Clive Goldsworthy	✓	Team Leader Governance - Danni Vasiloski	✓		
Cr. Rose Hodge	✓	Business Improvement Officer - Trevor Britten	✓		
Cr. Carol McGregor, Deputy Mayor	✓	Manager Recreation & Open Space Planning – Shaan Briggs	✓		
Cr. Margot Smith	✓	Manager Business Improvement – Brendan Walsh	✓		
Cr. Heather Wellington <i>(arrived at 1.59pm)</i>	✓	Coordinator Recreation Planning – Jarrod Westwood	✓		
		Manager Development & Planning – Bill Cathcart	✓		
		Strategic Initiatives Manager – Kate Sullivan	✓		
		Manager Finance – John Brockway	✓		
		Coordinator Management Accounting – Gabby Spiller	✓		
		Manager People & Culture – Leanne Perryman	✓		
		Manager Program Management Office – Rowena Frost	✓		

MEETING COMMENCED	1.00pm	MEETING CONCLUDED	5.11pm
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Matters considered at the meeting (or attach agenda)	
1. Confirmation of Council Briefing Minutes – 6 December 2016	
2. Conflicts of Interest	
3. Parking Revenue Study Commencement – Presentation	
4. Review of Council Support of Surf Life Saving	
5. New Statutory Planning and Subdivision Fees – Presentation	
6. Service Review Update – Council Involvement in Tennis Clubs – Presentation	
7. Road Management Plan – Presentation	
8. Geelong Saleyards - Discussion	
9. 2017/2018 Budget Briefing 1 (including Long Term Financial Plan)	
10. External Presentation - Barwon Regional Partnership and Regional Development Victoria	
11. Our Approach - Presentation	

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting	Type & Details of Interest(s) Disclosed



Nil declared		
Responsible Officer Signature:		Print Name: Anne Howard
Date: 13 December 2016		
To be completed on conclusion of session and provided to Governance Administration Officer.		

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6.1 Assemblies of Councillors

**APPENDIX 4 ASSEMBLY OF COUNCILLORS - COUNCIL AGENDA REVIEW - 13 DECEMBER
2016**



Assembly of Councillors Record

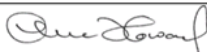
Description of Meeting: Agenda Review Meeting
Responsible Officer: General Manager Governance & Infrastructure – Anne Howard
Date: 13 December 2016
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	X		
Cr. David Bell	✓	General Manager Governance & Infrastructure – Anne Howard	X		
Cr. Libby Coker	✓	General Manager Environment & Development– Phil Rowland	X		
Cr. Martin Duke	✓	General Manager Culture & Community – Chris Pike	✓		
Cr. Clive Goldsworthy	✓				
Cr. Rose Hodge	✓				
Cr. Carol McGregor, Deputy Mayor	✓				
Cr. Margot Smith	✓				
Cr. Heather Wellington	✓				

MEETING COMMENCED	5.30pm	MEETING CONCLUDED	6.00pm
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Matters considered at the meeting (or attach agenda)
1. Review of 13 December 2016 Council Meeting Agenda

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Nil declared		

Responsible Officer Signature:  **Print Name: Anne Howard**

Date: 13 December 2016

To be completed on conclusion of session and provided to Governance Administration Officer.

General Information:

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6.1 Assemblies of Councillors

**APPENDIX 5 ASSEMBLY OF COUNCILLORS - COUNCIL PLAN WORKSHOP – DAY 1 - 15
DECEMBER 2016**



Assembly of Councillors Record

Description of Meeting: Council Plan Workshop – Day 1					
Responsible Officer: General Manager Governance & Infrastructure – Anne Howard					
Date: 15 December 2016					
In Attendance: Yes (✓) No (X) N/R (Not Required)					
Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Chad Foulkes – Director, Liminal by Design	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure – Anne Howard	✓		
Cr. Libby Coker	✓	General Manager Environment & Development– Phil Rowland	✓		
Cr. Martin Duke	✓	General Manager Culture & Community – Chris Pike	✓		
Cr. Clive Goldsworthy	✓				
Cr. Rose Hodge	✓				
Cr. Carol McGregor, Deputy Mayor	✓				
Cr. Margot Smith	✓				
Cr. Heather Wellington	✓				
MEETING COMMENCED	10.00am	MEETING CONCLUDED	4.30pm		
Matters considered at the meeting (or attach agenda)					
1. Council Plan discussion					
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: 15 December 2016					
To be completed on conclusion of session and provided to Governance Administration Officer.					

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6.1 Assemblies of Councillors

**APPENDIX 6 ASSEMBLY OF COUNCILLORS - COUNCIL PLAN WORKSHOP – DAY 2 - 16
DECEMBER 2016**



Assembly of Councillors Record

Description of Meeting: Council Plan Workshop – Day 2					
Responsible Officer: General Manager Governance & Infrastructure – Anne Howard					
Date: 16 December 2016					
In Attendance: Yes (✓) No (X) N/R (Not Required)					
Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Chad Foulkes – Director, Liminal by Design	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure – Anne Howard	✓		
Cr. Libby Coker	✓	General Manager Environment & Development– Phil Rowland	✓		
Cr. Martin Duke	✓	General Manager Culture & Community – Chris Pike	✓		
Cr. Clive Goldsworthy	✓				
Cr. Rose Hodge	✓				
Cr. Carol McGregor, Deputy Mayor	✓				
Cr. Margot Smith	✓				
Cr. Heather Wellington	✓				
MEETING COMMENCED	9.00am	MEETING CONCLUDED	1.00pm		
Matters considered at the meeting (or attach agenda)					
1. Council Plan discussion					
2. Signed oath of Office					
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: 16 December 2016					
To be completed on conclusion of session and provided to Governance Administration Officer.					

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6.1 Assemblies of Councillors

APPENDIX 7 ASSEMBLY OF COUNCILLORS - COUNCIL BRIEFING - 17 JANUARY 2017



Assembly of Councillors Record

Description of Meeting: Council Briefing
Responsible Officer: General Manager Governance & Infrastructure – Anne Howard
Date: 17 January 2017
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Marty Maher – Aireys Open Mic	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure – Anne Howard	✓		
Cr. Libby Coker	X	General Manager Environment & Development– Phil Rowland	✓		
Cr. Martin Duke	✓	General Manager Culture & Community – Chris Pike	✓		
Cr. Clive Goldsworthy	✓	Team Leader Governance – Danni Vasiloski	✓		
Cr. Rose Hodge	✓	Manager Engineering Services - Peter McLean	✓		
Cr. Carol McGregor, Deputy Mayor	✓	Acting Manager Economic Development and Tourism – Lynne Hume	✓		
Cr. Margot Smith	✓	Business Support Officer - Gretchen Gibson	✓		
Cr. Heather Wellington	✓	Coordinator Strategic Planning - Karen Hose	✓		
		Senior Strategic Planner - Cletus Okai			
		Senior Strategic Planner - Jorgen Peeters	✓		
		Senior Strategic Planner - Barbara Noelker	✓		
		Coordinator Community Emergency Management - Virginia Morris	✓		
		Coordinator Governance & Corporate Planning – Danielle Foster	✓		
		Project Manager – Capital and Operational Projects – Susan Green	✓		
		Community Engagement Facilitator - Rochelle Griffith	✓		
		Community Emergency Management Officer – Kerrie Williams	✓		

MEETING COMMENCED	11.25am	MEETING CONCLUDED	3.09pm
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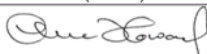
Matters considered at the meeting (or attach agenda)
1. External Presentation - Signature Event Request – Aireys Open Mic
2. Confirmation of Council Briefing Minutes – 13 December 2016
3. Conflicts of Interest
4. G21 Road Transport Plan 2017-2027
5. Place Naming Request – Jan Juc Shopping Centre and Bellbrae Oval
6. Notification of potential grant opportunity to fund a bike path connection from Pt Impossible through to The Esplanade adjacent the Sands development - Verbal Presentation
7. Signature Event Request – Aireys Inlet Open Mic Festival
8. Adoption of Combined Planning Scheme Amendment C106 and Planning Permit Application 15/0485 – Barwon Water Site, Torquay
9. Amended Development Plan 90 & 110 South Beach Road, Torquay
10. Amendment C85 – Waterways and Wetland Values / Flooding and Inundation
11. Planning Scheme Amendment C96 – Biodiversity in the Settlements and Bushfire and Local Policy Update



12. Municipal Emergency Management Plan 2016-19
13. Adoption of new Strategic Fire Management Plan Otway District 2017 to 2020
14. SCS-015 Control of Noise from Recreation Reserves Policy Review
15. Council Plan Update – Engagement Discussion
16. Project Budget Adjustments and Cash Reserve Transfers January 2017
17. Review of Audit and Risk Committee Charter
18. Review of Councillor Code of Conduct SCS-002

Councillor/Officer Declarations of Interest

Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Keith Baillie	No	Keith Baillie (CEO) declared a Direct Conflict of Interest under section 77A of Local Government Act 1989 due to residential amenity in agenda items 3.3 Amendment Development Plan for 90 & 110 South Beach Road Torquay and 5.1 Project Adjustments and Cash Reserve Transfers January 2017, as he is building a new home in Stretton Stage Estate. Keith Baillie (CEO) remained in the room while this matter was discussed.

Responsible Officer Signature:  **Print Name: Anne Howard**

Date: 17 January 2017

To be completed on conclusion of session and provided to Governance Administration Officer.

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7. URGENT BUSINESS/PETITIONS/NOTICES OF MOTION

Nil

8. CLOSED SECTION

Recommendation

That Council pursuant to section 89(2)(h) other matters of the Local Government Act 1989, close the meeting to members of the public to resolve on matters pertaining to the following items:

8.1 Assemblies of Councillors

Recommendation

That:

1. The resolution and report pertaining to Confidential item 8.1 remain Confidential.
2. Council open the meeting to the public at pm.

Close: There being no further items of business the meeting closed at pm.