



# Agenda

Ordinary Meeting of Council  
Tuesday, 23 January 2018

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

Commencing at 6.00pm

**Council:**

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

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AGENDA FOR THE ORDINARY MEETING OF SURF COAST SHIRE COUNCIL  
TO BE HELD IN THE COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY  
ON TUESDAY 23 JANUARY 2018 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 12 December 2017 as a correct record of the meeting.

**LEAVE OF ABSENCE REQUESTS:**

**CONFLICTS OF INTEREST:**

**Note to Councillors and Officers**

***Declaration of Interest***

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

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

*A person has a direct interest if:*

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

*A person has an indirect interest if the person has:*

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

***Disclosure of Interest***

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

**PRESENTATIONS:**

**PUBLIC QUESTION TIME:**

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## 1. PETITIONS & JOINT LETTERS

### 1.1 Joint Letter - Anglesea Landscaping

**Author's Title:** Executive Assistant

**General Manager:** Anne Howard

**Department:** Governance & Infrastructure

**File No:** F18/67

**Division:** Governance & Infrastructure

**Trim No:** IC18/54

**Appendix:**

1. Joint Letter - Anglesea Landscaping (Redacted) (D18/5539)

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

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### **Purpose**

The purpose of this report is to receive the joint letter Anglesea landscaping.

The joint letter consists of 23 names with 21 signatures.

### **Recommendation**

That Council:

1. Receive and note the joint letter regarding Anglesea landscaping.
2. Refer the joint letter to the General Manager Culture and Community for consideration.
3. Require a report to be presented to the 27 February 2018 Ordinary Council Meeting.

**1.1 Joint Letter - Anglesea Landscaping**

**APPENDIX 1 JOINT LETTER - ANGLESEA LANDSCAPING (REDACTED)**



Mr Keith Baillie, CEO  
Surf Coast Shire,  
PO Box 350, Torquay, 3228  
*Sent via email – ceo@surfcoast.vic.gov.au*

## Re: Landscaping at Anglesea

I, together with others, am writing to express my concern about the lack of implementation of the specific recommendations contained within the *Anglesea Great Ocean Road Study* (Planisphere Study, 2013). My family has owned a house in Anglesea for 50 years and we have appreciated that the town has retained its beach-side character until recently. The retention of this character is critical for Anglesea's ongoing success as a holiday destination, as indicated in the Planisphere Report. However, these Report recommendations have not, and are not, being implemented. The recent road works at the centre of town, and the lack of landscaping throughout Anglesea is severely detracting from the original appeal of the township.

As an experienced architect, my career has focused on working with cities and towns throughout Australia and internationally, advising on the retention of their unique character. In addition, as a long-time holiday-maker and property owner at Anglesea of more than fifty years, I (and the other signatories to this letter) would like to see the urgent execution of the recommendations in the Planisphere Report. I attach my CV which outlines my extensive experience in this kind of work and would be happy to contribute ongoing professional advice on a pro-bono basis.

The Planisphere Study, 2013 is a sound and comprehensive report. It recommends "*streetscape design outcomes that contribute to the highly valued small town coastal 'village' character and atmosphere of Anglesea*". It also provides specific suggestions for landscaping which were the result of professional consultant input and community consultation.

**The following outlines the many areas where Report recommendations have not been implemented:**

**1 – the new Roundabout:** This intersection now appears barren, desolate and like a major highway junction. When it was installed last year during the winter months I was sure it would be landscaped and simply cannot believe that this has not been undertaken!! The photos below show the "Highway" scale of the intersection. The previous roundabout had been landscaped but the new roundabout wastes the opportunity for an attractive entrance to the town.



*Photos of the roundabout: very stark and barren*



*Photos of the roundabout: very stark and barren*

**Recommendation - plant ALL the island areas with suitable plants:** e.g. kangaroo paws, grasses, trees (with trunks allowing through visibility) and install a sign, or some kind of identity marking, in the centre of the roundabout – eg “Anglesea, your holiday starts here” (however, please don’t let the design of the sign hold the project up!!) This should be a **top priority**, with landscaping installed next winter, to settle in for next summer. Preferably **irrigate** to ensure the plants survive and select plant types for colour, texture and impact – or water in when planted. If possible plant say 3 – 4 trees with trunks to allow through-visibility, combined with low-level planting and ground cover. **The Planisphere Report specifically recommends this landscaping – but it has not been implemented.**

**2 – the Anglesea main Shopping Centre car park:** like the adjacent roundabout, this now has been impacted with removal of trees and ground-cover and is now dominated by barren asphalt strips, devoid of landscaping.



**Recommendation – plant the dividing strip areas and island sections with suitable plants,** including trees and grasses to upgrade existing shabby appearance. **The Planisphere Report specifically recommends this landscaping – but it has not been implemented.**

**3 – the Car Park adjacent to the Anglesea Shopping Centre on the south side:** this includes barren areas and, in addition, a verge indicating no parking – it is suggested that the most effective way to prevent parking would be to landscape this!!



**Recommendation** - landscape the verge, where no parking is required, and plant within the car park. This will assist in repairing the damage done by this barren landscape.

**4 – Four Kings Residential Development:** Unfortunately these new town houses are entirely devoid of character and the lack of landscaping totally contradicts the recommendations of the Planisphere Report. There is no associated landscaping, the buildings appear like “boxes” and the car park area at the front is barren, with island areas painted on to prevent parking.



*Very stark and barren appearance: no landscaping, grass areas which could have trees, no trees planted adjacent to foot paths, painted-on no-parking spaces which should be landscaped.*



**Recommendations** – The 2013 Planisphere Study guidelines recommend “*integrate planting and landscaping with the design of new development to complement the surrounding coastal bushland character of the area.*” (page 35) . This has not happened here. It is recommended that the “painted-on island areas” be dug up and planted with suitable plants, including trees and grasses to upgrade existing barren appearance. Trees should also be planted next to the footpath to screen and soften the impact of the new development; planting should also occur in other grassed areas. **The Planisphere Report specifically recommends this landscaping on a plan – but it has not been implemented.**

**5 – Four Kings Shopping Centre car park:** this is barren, hot, without shade for cars, and very unattractive.



**Recommendation** – plant the car park island areas with suitable plants, including trees and grasses to upgrade existing barren appearance. Trees could immediately be planted in the existing island at the bottom of the car park. **The Planisphere Report specifically recommends this landscaping on a plan – but it has not been implemented.**

**6 – River front park and footpaths:** this area has no footpath planting which could soften the appearance. The river front park is very basic - it is acknowledged that this is used for a number of markets throughout the year. However, some additional planting would enhance this natural asset, now very under-realised.



**Recommendation** – plant the footpaths with selected trees and grasses to transform the existing barren appearance (e.g. as in Apollo Bay and other sea-side precincts with pleasant landscaping). **The Planisphere Report specifically recommends this landscaping on a plan (see page 44) and states “introduce more trees and plantings to green the precinct” but this has not been undertaken.**

## Conclusion

A key recommendation in the 2013 Planisphere Study is the retention of the “*village’ character and atmosphere of Anglesea*”. This quality gives Anglesea the edge over other nearby holiday destinations. It is critical to the economy of the township that this character is enhanced, not eroded. Recent plantings at Torquay shopping centre show how effective landscaping is in providing amenity and shade in a parking area. This is entirely missing in Anglesea and should be rectified as soon as possible.



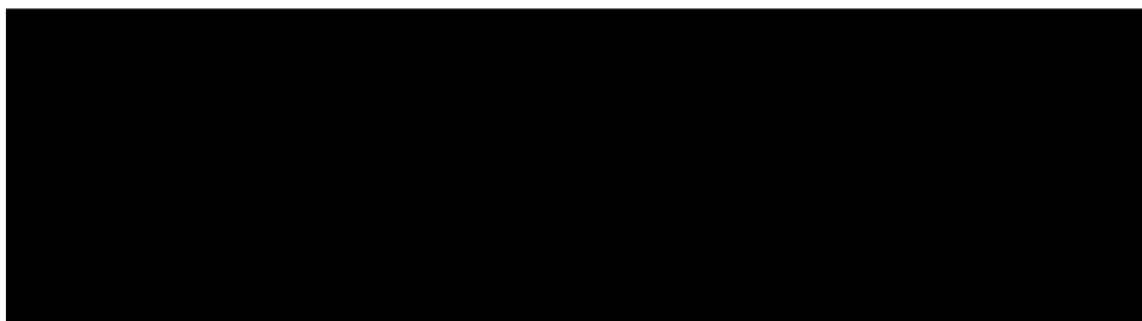
*Recent landscaping in Torquay: this is the kind of landscaping required in Anglesea.*

I also understand that VicRoads and GORCC have responsibilities for some of these suggestions outlined - but Surf Coast Shire, as the lead agency, should take an **active leadership role** in pursuing these works.

The attached signatories are all very keen to see these landscape upgrades undertaken and we all share the desire to reinstate the original ‘village’ character of Anglesea, which we believe has been, and continues to be, eroded. In addition, I have spoken to or met with Raylene Fordham of BATA, Helen Tutt of Angair, Peter Doyle of the emerging Anglesea Community Network and with Ward Councillor Margot Smith. All are fully supportive of this letter.

I have attached extracted plans from the Planisphere Report prepared for the Shopping Centre and Four Kings, which show the explicit intent to landscape and improve these areas. I have also seen the plan prepared for the Great Ocean Road Camp Road Project Reference Group and have attached this, after the Planisphere Report recommendations, as evidence of a more recent commitment to upgrading the landscaping in the Shopping Centre area. In addition, emails between Vic Roads staff and locals relating to the roundabout (see attached below) show commitment to start landscaping in September 2017, **but no landscaping has been undertaken.**

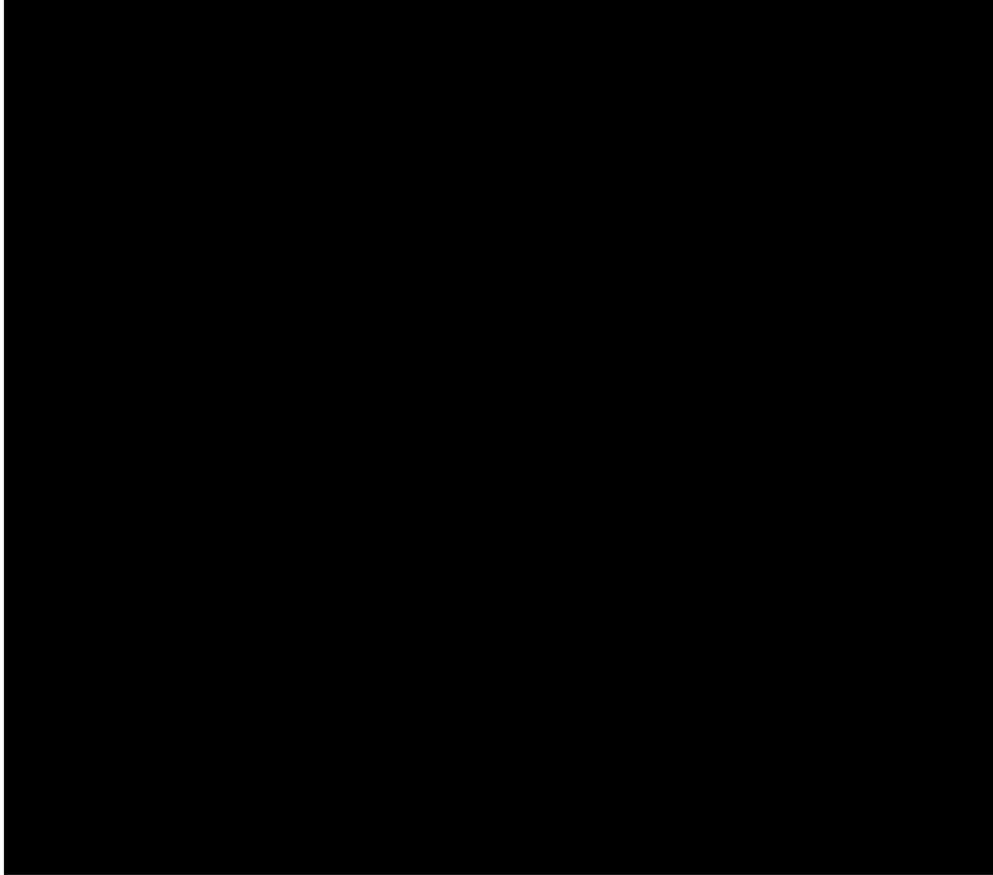
I would be delighted to be consulted further on these suggestions as I do have considerable experience with streetscape upgrades and urban design. Please feel free to contact me on 0419816525; I would also appreciate a written response to this letter. I, and others would also be happy to meet with relevant Council staff, or your consultants, to discuss these recommendations further.



**NAME  
AND SIGNATURE**

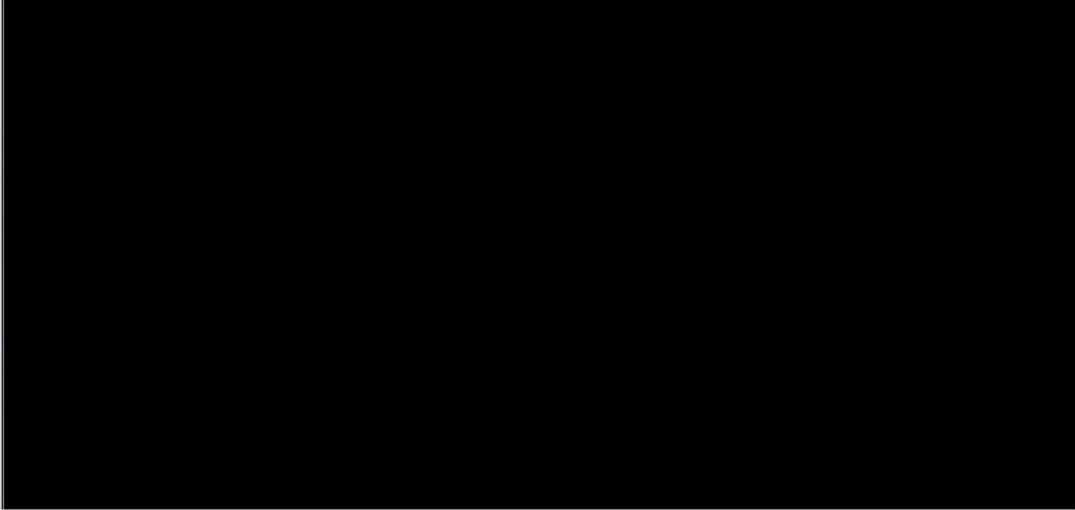
**ANGLESEA ADDRESS**

Summary list of signatories (in alphabetical order) and Anglesea property address, (see scanned signatures on following pages)

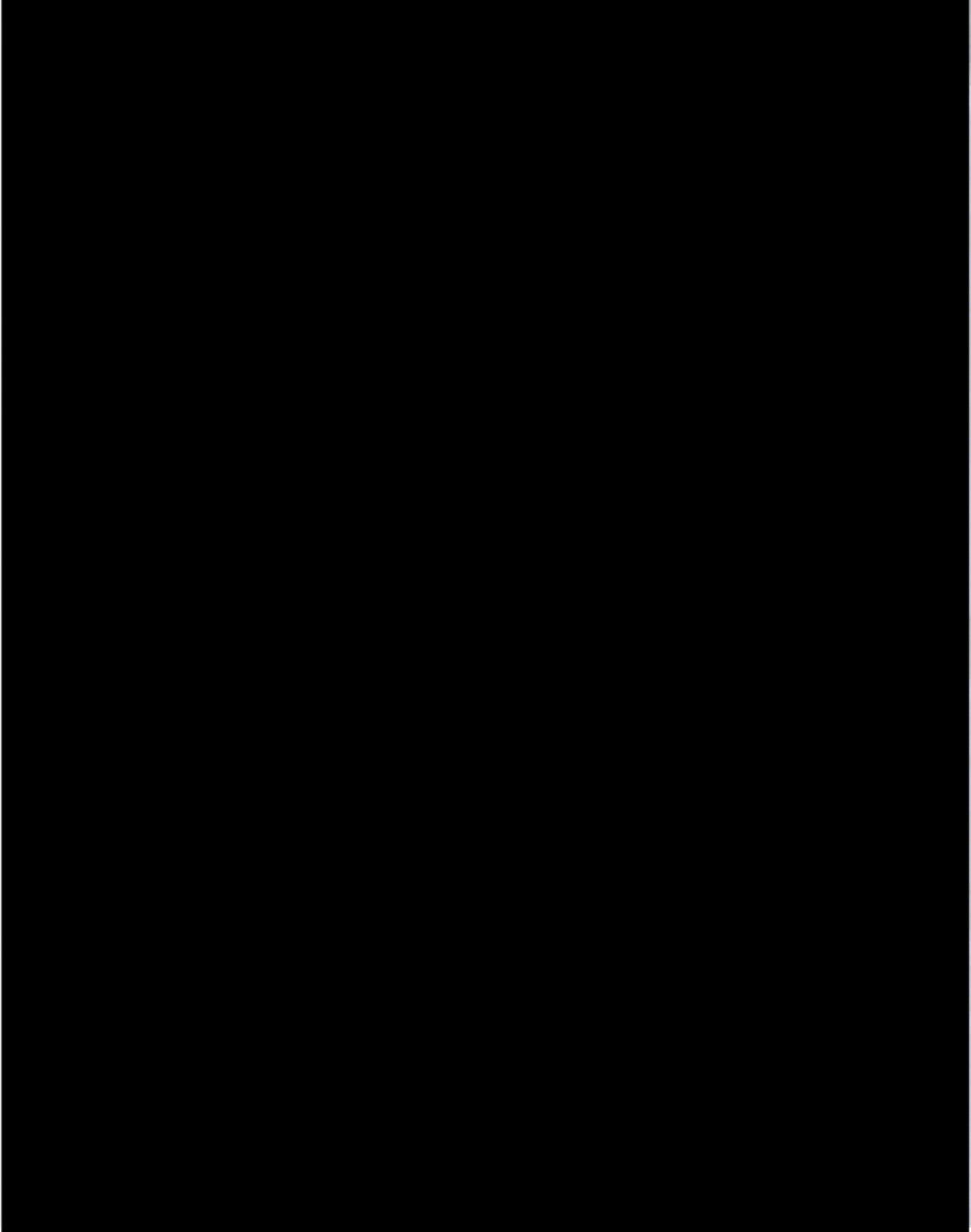


d,

Murray

NAME AND SIGNATURE	ANGLESEA ADDRESS
	

NAME AND SIGNATURE	ANGLESEA ADDRESS
	

NAME AND SIGNATURE	ANGLESEA ADDRESS
	

**ATTACHMENT 1 - PLANISPHERE REPORT EXTRACTS (2013)**

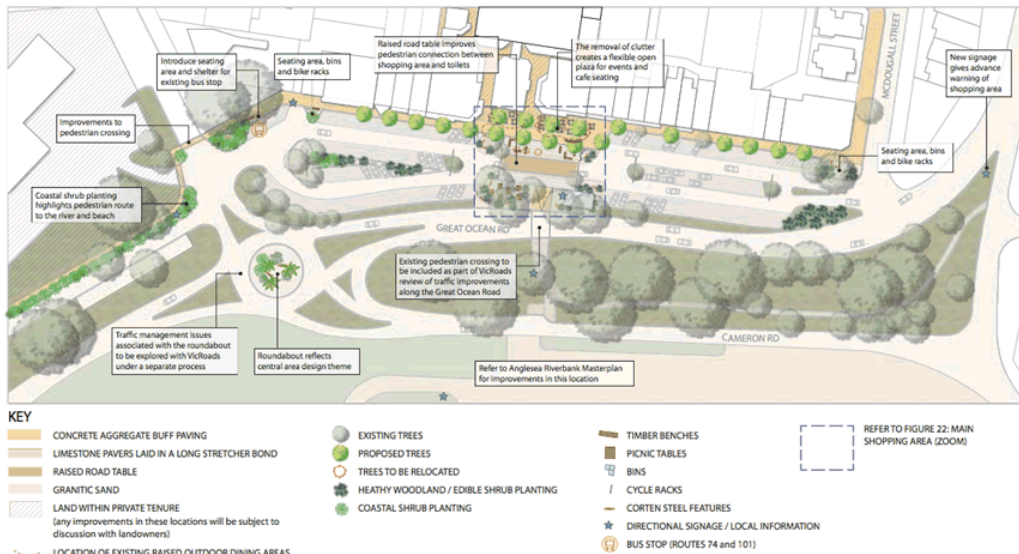


Figure 21: Streetscape Master Plan: Main Shopping Area

1:750 @A4

**Shopping Centre 2013 Recommendations - note the proposed landscaping to the roundabout and elsewhere in the shopping centre.**



**Four Kings 2013 Recommendations**  
 - note the proposed landscaping and  
 "reconfigured car park allows new tree  
 planting and wider footpaths at Four  
 Kings"



**ATTACHMENT 3 - EMAIL EXCHANGE WITH VIC ROADS SHOWING INTENT TO  
LANDSCAPE ROUNDABOUT**



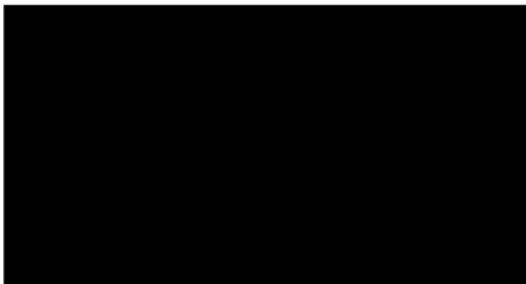
Subject: RE: Gt Ocean Road - Camp Road Project Reference Group Meeting 6  
Minutes

Hi [REDACTED]

Just fine tuning the landscaping, fencing and planting details after  
discussions with Surfcoast Shire staff. Unfortunately we missed the Autumn  
planting season and will now go with Spring.

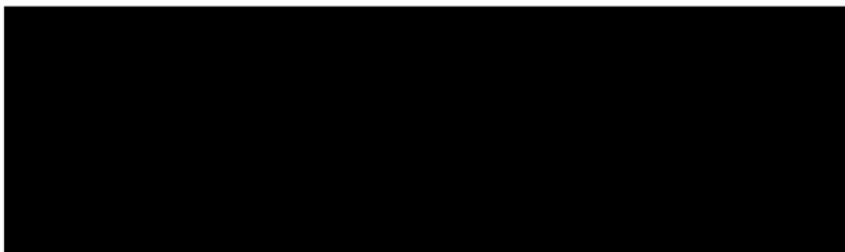
I would sat around late September early October.

Kind Regards,



I acknowledge the Traditional Aboriginal Owners of Country throughout  
Victoria and pay my respect to Elders past and present and to the ongoing  
living culture of Aboriginal people.

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Online Services](#) | [VicTraffic](#) | [LinkedIn](#)



Date: 15/08/2017 02:15 PM

Subject: RE: Gt Ocean Road - Camp Road Project Reference Group  
Meeting 6 Minutes

Ext: Business Area:

This email is from an external source. If it is a Business Record remember  
to file it

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I hope you are all well.

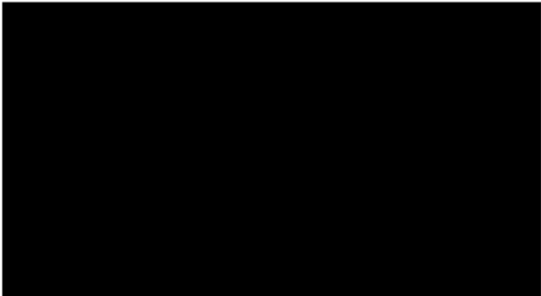
Just wondering what stage Vic Roads & Surf Coast Shire are at with the planting out of the roundabout and associated areas here in Anglesea?  
Also wondering what's happening regarding the work on the master of all masterplans for Anglesea?

BATA likes to keep the local businesses up to date and we will soon be sending out an email as well as some info in NewsAngle so it would be great to give an update.

Also, obviously I'm keen to know how we can get things moving again in terms of the Anglesea Village Green.

Looking forward to hearing from you.

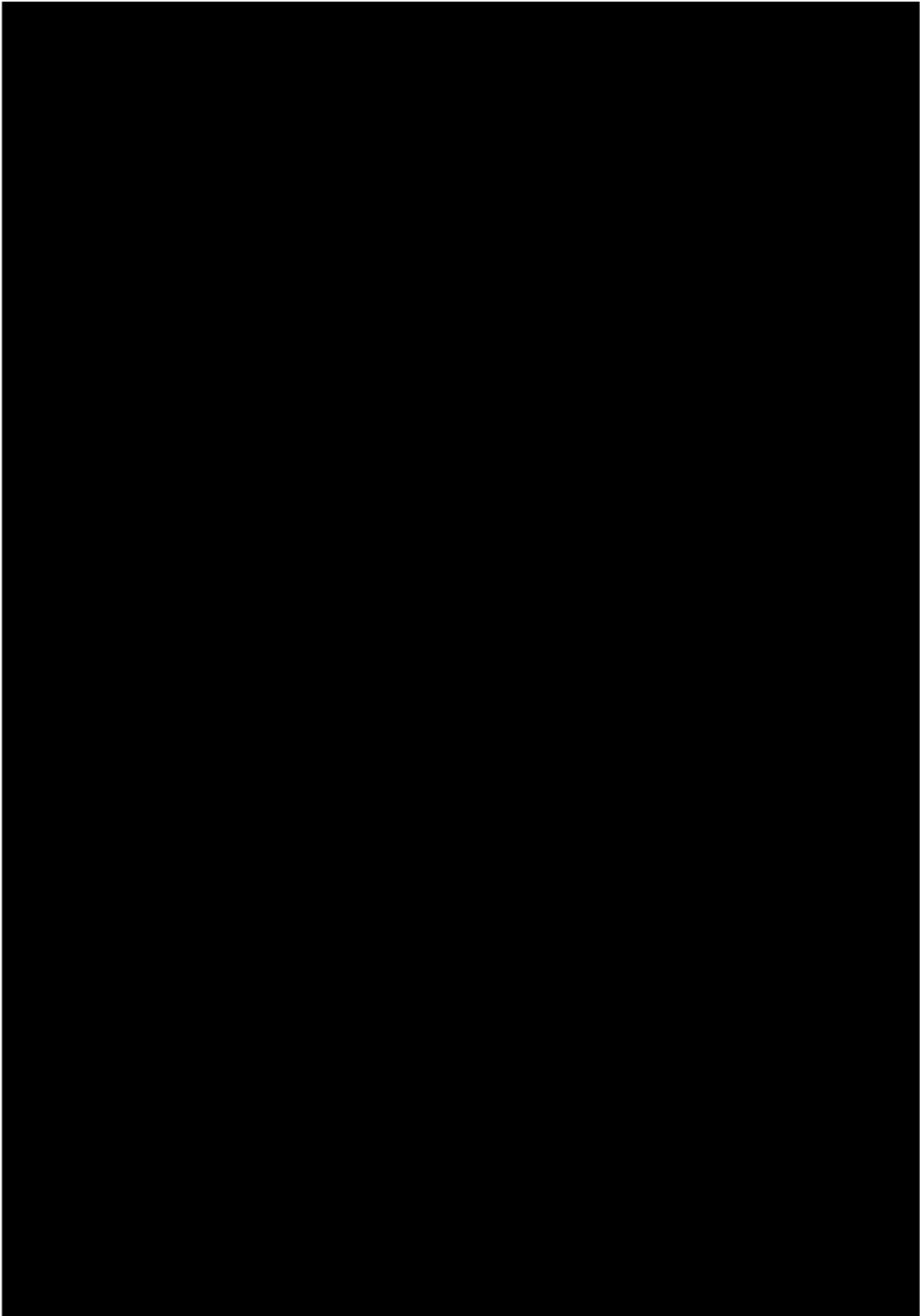
Regards,



1

**ATTACHMENT 3 -**





## 2. PLANNING MATTERS & DECISIONS

### 2.1 Amendment C121 - Bells Beach Hinterland Review - Adoption

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

**General Manager:** Ransce Salan  
**File No:** F16/1611  
**Trim No:** IC17/1589

**Appendix:**

1. Planning Panels Report on Amendment C121 (D17/148501)
2. Amendment Documents for Adoption (D18/2176)

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

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

Yes

No

**Status:**

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

Yes

No

**Reason:** Nil

**Reason:** Nil

#### Purpose

The purpose of this report is to consider the recommendations from the Panel Report on Planning Scheme Amendment C121 and to consider adoption of the amendment.

#### Summary

Amendment C121 has been prepared by the Surf Coast Shire to better protect Bells Beach and its hinterland. The amendment modifies the provisions within the *Surf Coast Planning Scheme* to more clearly define the significance of Bells Beach and hinterland. The amendment builds on the strategic directions and recommendations of the *Surf Coast Planning Scheme Review (2014)* and has been guided by the vision and goals contained within the *Coastal Management Plan (CMP)* for the *Bells Beach Surfing Recreation Reserve (2015)* and the *Bell Beach Task Force Report (2015)*.

The amendment was placed on public exhibition from 18 May 2017 to 19 June 2017. 43 submissions were received with 26 supporting the amendment and 15 objecting to aspects of the proposed changes. Council resolved to refer all of the submissions to an independent planning panel on 22 August 2017. The Minister for Planning appointed a Panel on 13 September 2017 and a 3 day hearing was conducted in November.

Nine submitters presented to the Panel (including Council). The Panel found the amendment to be strategically justified and supported the amendment subject to some minor changes.

#### Recommendation

That Council as the Planning Authority:

1. Receive and note the Panel Report on Amendment C121.
2. Adopt Planning Scheme Amendment C121 incorporating the following changes:
  - 2.1 Deletion of the proposal to rezone 155, 185 Bones Road and part 81 Bones Road and 615 Great Ocean Road.
  - 2.2 Amend map 1 to the Significant Landscape Overlay to remove the application of the visibility analysis from areas to which the schedule doesn't apply.
  - 2.3 Amend the fourth strategy under objective 3 in Clause 21.06 to make it consistent with the strategies listed under objective 1.
  - 2.4 Amend the first strategy in Clause 21.04-2 to include additional strategies relating to tourism development consistent with the strategies being inserted into Clause 21.06.
3. Upon making the above changes, submit the amendment to the Minister for Planning for approval under Section 31 of the Planning and Environment Act 1987.
4. Consider at future meeting whether a rezoning is required for land north of Bones Road, including how best to protect entry points into the Bells Beach Surfing Recreation Reserve, as part of any future planning scheme amendment that results from the Hinterland Futures Strategy, when completed.

## 2.1 Amendment C121 - Bells Beach Hinterland Review - Adoption

### Report

#### **Background**

Amendment C121 was placed on public exhibition between 18 May 2017 to 19 June 2017. A total of 43 submissions were received, 26 supported the amendment and 15 objected to aspects of the proposed changes. The key issues raised by submitters were:

- the definitions of the Bells Beach hinterland and viewshed
- whether the area to which the Amendment proposes to apply has been strategically justified
- whether the zone, overlay and policy changes proposed have been strategically justified
- whether the rezoning proposed is appropriate
- whether the amended planning controls proposed are appropriate
- whether there should be a Bells Beach Structure Plan
- whether Lorne should be subject to its own review with tourism activities encouraged.

The above matters were unresolved and referred to a Panel (including suggested modifications to the exhibited amendment post submissions). A Panel Hearing was held on 1 – 3 November 2017.

#### **Discussion**

The Panel considered all written submission made in response to the exhibited amendment at a Panel Hearing held in November 2017. The Panel supported the Amendment on the grounds that:

- The Amendment is broadly strategically justified by the underpinning studies however, there is some lack of clarity as to the extent of the Bells Beach area that is justified for the application of policies.
- The changes to both the wording of the proposed policy changes and the area to which it applies are appropriate, subject to minor modifications.
- The changes to the Schedule to the Rural Conservation Zone are appropriate.
- The application of the Significant Landscape Overlay Schedule 1 to an additional five properties is justified by the strategic work undertaken.
- Changes to correct an anomaly which will be created by the gazettal of Amendment C96 to the Surf Coast Planning Scheme are appropriate.

The Panel recommended that Amendment C121 to the Surf Coast Planning Scheme be adopted as exhibited subject to the following changes being made:

- Delete the proposal to rezone 155, 185 Bones Road and part 81 Bones Road and 615 Great Ocean Road to the Rural Conservation Zone.
- Amend Map 1, Bells Beach viewshed locations, low – critical in Significant Landscape Overlay Schedule 1 to remove the application of the visibility analysis from areas to which the Schedule does not apply.
- Amend the fourth strategy under Objective 3 in Clause 21.06 to make it consistent with the strategies listed under Objective 1, to permit limited development of non tourism related uses where they meet other zone, overlay and policy criteria.
- Amend the first strategy in Clause 21.04-2 of the Surf Coast Planning Scheme to read:
  - Locate high profile, high volume tourism development in appropriate urban areas where their impacts and infrastructure requirements can best be accommodated.
  - Beyond settlement boundaries avoid tourism and other commercial facilities in land subject to the Significant Landscape Overlay Schedule 1, or where the removal of significant indigenous vegetation cannot be avoided or suitably minimised.

The changes recommended by the panel have been made to the amendment documents and the final versions of these documents are appended to this report (appendix 2).

#### There is some lack of clarity as to the extent of the Bells Beach area

The Panel report highlighted a lack of clarity as to the extent of the Bells Beach area (or hinterland). The matter of 'where is the hinterland?' was a key point of discussion at the Panel Hearing. The Bells Beach area contains two distinctive areas, 'the viewshed' and 'the hinterland'. The extent of the viewshed is clearly defined in the planning scheme, being the land immediately west and north and south west of the reserve, and covered by the Significant Landscape Overlay Schedule 1 (SLO1).

## 2.1 Amendment C121 - Bells Beach Hinterland Review - Adoption

The extent of 'the hinterland' however is not defined by a boundary, instead it is described through policy, reliant on zone boundaries and arguably more open to interpretation. Council, through the amendment documents sought to include the entry points in and out of the reserve within 'the hinterland,' recognising that the ruggedness and natural ambience of the reserve starts on route from the Great Ocean Road and Bells Boulevard and not just upon arrival at the reserve itself.

The Panel supported Council's intention stating that it:

*understands and respects the Council's wish to protect the vistas of the landscape in the approaches to Bells Beach. It further notes that in many areas, the drive into Bells Beach is through significantly vegetated areas which limit views.*

The Panel report found:

- the Bells Beach hinterland as defined in the exhibited Amendment is clear, but it is not clear that this covers all the land which Council wishes to protect (Panel is referring to the entry routes)
- the Bells Beach viewshed is clearly defined as the area to which the Significant Landscape Overlay Schedule 1 applies.

The Panel concluded that the entry points should not form part of the hinterland without further strategic work being undertaken and recommended that the extent of the hinterland be confined to land south of Bones, north of Jarosite and east of Addiscott Road. Their view is formed based on the exhibition of 2 versions of the Rural Landscape policy at Clause 21.06 (an administrative error). The Council version stated the hinterland included the entry points and the version published on the DELWP website didn't. The Panel expressed concern over the difficulty of implementing the management and protection of the entry points in the absence of a clear boundary defining the extent of the protection area. Without clear boundaries the Panel determined there was too much uncertainty for land owners leading to poor planning decisions in the future.

To resolve the matter the Panel suggested that:

*if Council wishes to extend the land described as the Bells Beach hinterland, the mapping should be complemented by on the ground vegetation analysis to more clearly describe areas to which Council wishes Clause 21.06 to apply. This would provide a level of certainty for both the community and landowners.*

On this basis the Panel concluded that the hinterland should be contained south of Bones Road and north of Jarosite Road. The implications of this definition means that the strong policy basis of Amendment C121 will not be applied north of Bones Road. The hierarchy of controls will operate as follows:

- All land in the 'viewshed' (subject to the Significant Landscape Overlay Schedule 1) will be subject to the most stringent controls.
- Land bounded by Bones Road, Jarosite Road and Addiscott Road is clearly defined as the 'hinterland' and will be subject to strong policy direction for tourist related activities.
- Land north of Bones Road zoned Rural Conservation will be subject to lesser policy controls being outside the 'hinterland' area but will be controlled by the restrictive nature of the zone and accompanying Vegetation Protection Overlay Schedule 1 (VPO1).
- The land north of Bones Road zoned Farming Zone will now be clearly defined as being *outside* the Bells Beach hinterland with limited policy guidance for tourism developments. Vegetation will continue to be protected through the Vegetation Protection Overlay Schedule 1 (VPO1).

There is an opportunity through the *Hinterland Futures Project* to investigate the appropriateness of the Farming Zone in this location. The investigation could include the mapping suggested by the Panel to extend the hinterland area to cover the key entry points.

### Consistency between the objectives contained within Clause 21.06 – Rural Landscape Policy

The Panel recommended that the fourth strategy under Objective 3 in Clause 21.06 be amended to make it consistent with the strategies listed under Objective 1. Objective 1 of the policy permits limited development of non-tourism related uses in the view shed and hinterland where they meet specific criteria. Submitters at the hearing raised concerns over the wording changes of the fourth strategy under objective 3 seeking to:

*Oppose any proposal or rezoning that would allow more intensive development in the Bells Beach hinterland and Point Addis (underlining added for emphasis).*

## 2.1 Amendment C121 - Bells Beach Hinterland Review - Adoption

It was argued that the wording 'any proposal' could be interpreted to be a prohibition on all development rather than how the wording was intended, which was to be read in conjunction with the word 'rezoning'.

The amended version of the strategy (attached to this report at appendix 2) relocates the word 'proposal' so that it follows the word 'rezoning,' to clarify the intent of the strategy. The strategy has been amended to read:

*Oppose any rezoning proposals that would allow more intensive development in the Bells Beach hinterland and Point Addis.*

The changes ensure that the strategy remain consistent with the preceding objective of maintaining green breaks between townships but does not conflict with the strategies under objective 1 which facilitates some carefully designed development. The changes comply with the Panels recommended changes.

### Financial Implications

Sufficient funds are available within the project budget to pay for the approval costs associated with lodging the amendments with the DELWP.

There are insufficient funds within the project budget to cover the Planning Panel costs which ran for 3 days compared with the anticipated 1 day. A separate funding request will be made to Council in early 2018 to pay the balance of the fees.

### Council Plan

Theme 2 Environmental Leadership  
Objective Nil  
Strategy Nil

Theme 1 Community Wellbeing  
Objective Nil  
Strategy Nil

Theme 3 Balancing Growth  
Objective 3.1 Retain and enhance rural land for appropriate and sustainable uses  
Strategy Nil

### 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.

### Social Considerations

Submitters have raised the importance of protecting the Bells Beach viewshed and hinterland.

### Community Engagement

The amendments have been formally exhibited in accordance with the provisions of the *Planning and Environment Act 1987*.

### Environmental Implications

The Amendment continues to protect significant landscapes and environmental assets within the Bells Beach, Point Addis and Great Ocean Road environs.

### Communication

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

## 2.1 Amendment C121 - Bells Beach Hinterland Review - Adoption

### Options

#### Option 1 – Adopt Amendment C121, incorporating the Panel's recommendations

This option is recommended by officers as it modifies the exhibited amendment documents to include the recommendations made by Panel incorporating the changes suggested by Council to resolve concerns raised through the submission process.

#### Option 2 – Adopt Amendment C121, incorporating the Panel's recommendations but retaining the entry points within the hinterland

This option is not recommended by officers as further strategic work is required to map the extent of the entry protection areas.

Appropriate zoning and subsequent extension of policy to protect land north of Bones Road and the entry points into the reserve should be investigated through the 'Hinterland Futures Project'.

#### Option 3 – Abandon Amendment C121

This option is not recommended by officers as the amendment has received support from the community and from Panels Victoria. The Panel found the Amendment to be strategically sound and worthy of adoption.

### Conclusion

It is recommended that the amendment be adopted as exhibited incorporating the Panel's recommended changes and that Council submit the adopted amendment to the Minister for Planning for approval pursuant to Section 31 of the *Planning and Environment Act 1987*.



**2.1 Amendment C121 - Bells Beach Hinterland Review - Adoption**

**APPENDIX 1 PLANNING PANELS REPORT ON AMENDMENT C121**

*Planning and Environment Act 1987*

Panel Report

Surf Coast Planning Scheme Amendment C121  
Bells Beach Hinterland Review

13 December 2017

*Planning and Environment Act 1987*  
Panel Report pursuant to section 25 of the Act  
Surf Coast Planning Scheme Amendment C121  
Bells Beach Hinterland Review  
13 December 2017



Rodger Eade, Chair



Mandy Elliott, Member

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**List of Abbreviations**

DELWP	Department of Environment, Land, Water and Planning
LPPF	Local Planning Policy Framework
MSS	Municipal Strategic Statement
RCZ	Rural Conservation Zone
SLO	Significant Landscape Overlay
SLO1	Significant Landscape Overlay Schedule 1
SPPF	State Planning Policy Framework
VCAT	Victorian Civil and Administrative Tribunal
VPO	Vegetation Protection Overlay

## Overview

Amendment summary	
<b>The Amendment</b>	Surf Coast Planning Scheme Amendment C121
<b>Common name</b>	Bells Beach Hinterland Review
<b>Brief description</b>	Amends planning policy, zone and overlay provisions applying to the Bells Beach hinterland to better recognise the important landscape, environmental and cultural role of Bells Beach
<b>Subject land</b>	See Chapter 1
<b>The Proponent</b>	Surf Coast Shire Council
<b>Planning Authority</b>	Surf Coast Shire Council
<b>Authorisation</b>	A03573 authorised on 3 May 2017
<b>Exhibition</b>	18 May to 19 June 2017
<b>Submissions</b>	Number of Submissions: 43 received, two from authorities, 26 in favour and 15 objecting to the Amendment. Submitters are listed in Appendix A

Panel process	
<b>The Panel</b>	Rodger Eade (Chair) and Mandy Elliott
<b>Directions Hearing</b>	Surf Coast Shire Offices, 2 October 2017
<b>Panel Hearing</b>	Surf Coast Shire Offices 1–3 November 2017
<b>Site inspections</b>	Unaccompanied, on 2 October and 2 November 2017. Accompanied on 3 November 2017
<b>Date of this Report</b>	13 December 2017

## Executive summary

### (i) Summary

Amendment C121 to the Surf Coast Planning Scheme (the Amendment) modifies planning policy, zone and overlay provisions applying to the Bells Beach hinterland to better recognise the important landscape, environmental and cultural role of Bells Beach.

The Surf Coast Shire Council, responding to community concerns about the need for better protection of the Bells Beach hinterland, has proposed Amendment C121 based on four strategic studies:

- *Bells Beach Task Force Report 2015*
- *Bells Beach Surfing Recreation Reserve Coastal Management Plan 2015–2025, 2015*
- *Surf Coast Planning Scheme Review Report 2014*
- *Bells Beach viewshed analysis 2017.*

Of the 43 submissions received, 26 supported the Amendment with 15 objecting to aspects of the proposed changes. Concerns raised included that existing controls are stringent enough, that the policy changes are not justified, that changes will not allow legitimate uses on the land, that some wording changes in the policies are not appropriate language to use in policies, and a number of submissions objecting to proposed changes applying to particular properties. There were objections to the proposed rezoning of properties from the Farming Zone to Rural Conservation Zone, a proposal not pursued by Council at the Hearing.

The Amendment applies to land within the Bells Beach hinterland and/or within the Bells Beach viewshed. There was confusion with the definition of the hinterland with two versions of the Amendment documentation being based on two different descriptions of the hinterland. The Panel has based its assessment on the hinterland as described in the authorised Amendment documentation.

The Panel has considered all submissions made to it in writing and at the Hearing and based on these and evidence given, concludes that:

- The Amendment is broadly strategically justified by the underpinning studies however, there is some lack of clarity as to the extent of the Bells Beach area that is justified for the application of policies.
- The changes to both the wording of the proposed policy changes and the area to which it applies are appropriate, subject to minor modifications.
- The changes to the Schedule to the Rural Conservation Zone are appropriate.
- The application of the Significant Landscape Overlay Schedule 1 to an additional five properties is justified by the strategic work undertaken.
- Changes to correct an anomaly which will be created by the gazettal of Amendment C96 to the Surf Coast Planning Scheme are appropriate.
- The changes to the wording of the Significant Landscape Overlay Schedule 1, including the strengthened decision guidelines are appropriate.

**(ii) Recommendations**

Based on the reasons set out in this Report, the Panel recommends Amendment C121 to the Surf Coast Planning Scheme be adopted as exhibited subject to:

1. **Delete the proposal to rezone 155, 185 Bones Road and part 81 Bones Road and 615 Great Ocean Road to the Rural Conservation Zone.**
2. **Amend Map 1, Bells Beach viewshed locations, low – critical in Significant Landscape Overlay Schedule 1 to remove the application of the visibility analysis from areas to which the Schedule does not apply.**
3. **Amend the fourth strategy under Objective 3 in Clause 21.06 to make it consistent with the strategies listed under Objective 1, to permit limited development of non tourism related uses where they meet other zone, overlay and policy criteria.**
4. **Amend the first strategy in Clause 21.04-2 of the Surf Coast Planning Scheme to read:**
  - **Locate high profile, high volume tourism development in appropriate urban areas where their impacts and infrastructure requirements can best be accommodated.**
  - **Beyond settlement boundaries avoid tourism and other commercial facilities in land subject to the Significant Landscape Overlay Schedule 1, or where the removal of significant indigenous vegetation cannot be avoided or suitably minimised.**



# 1 Introduction

## 1.1 The Amendment

### (i) Amendment description

Amendment C121 to the Surf Coast Planning Scheme (the Amendment) modifies planning policy, zone and overlay provisions applying to the Bells Beach hinterland to better recognise the important landscape, environmental and cultural role of Bells Beach.

### (ii) The subject land

The Amendment applies to the following land:

- land surrounding the Bells Beach Coastal Reserve, zoned Rural Conservation Zone
- Low Density Residential Zone and Farming Zone (visible from Bells Boulevard and bounded by Bones, Jarosite, Addiscott and Bells Beach Roads)
- land at 155 and 185 Bones Road and part of 615 Great Ocean Road and 81 Bones Road, zoned Farming Zone
- all land covered by the Significant Landscape Overlay Schedule 1 (Lorne hinterland to Jan Juc, which mostly covers large parcels of land outside coastal settlements)
- all land covered by the Vegetation Protection Overlay Schedule 1 in coastal areas (Bells Beach, Point Addis and surrounding Anglesea)
- land at 205 Bones Road, 220, 210, 200 and 180 Jarosite Road, Bells Beach covered by the Vegetation Protection Overlay Schedule 1
- land at 887, 745 and 695 Great Ocean Road, Anglesea covered by the Vegetation Protection Overlay Schedule 2
- land subject to the Clause 22.04 'Coastal Development Policy' (Lorne hinterland to Bells Beach), which covers land outside coastal settlements.

Figure 1 is reproduced from the Explanatory Report and it is captioned there as "Bells Beach hinterland".

**Figure 1** Bells Beach hinterland as illustrated in the Explanatory Report



## 1.2 Panel process

The Amendment was prepared by the Surf Coast Shire Council (Council) as Planning Authority. As exhibited, the Amendment proposes to:

- rezone land at 155, 185, part of 81 Bones Road and 615 Addiscott Road<sup>1</sup> from Farming Zone to Rural Conservation Zone
- amend Clause 21.03 Environmental Management, to include reference to the Significant Landscape Overlay (SLO1) applying to significant vegetation and habitat
- amend Clause 21.06 Rural Landscape, to define the Bells Beach hinterland, strengthen reference to the scenic, environmental and cultural values of the Bells Beach hinterland and details the expectations for development in the hinterland area
- amend Clause 22.04 Coastal Development Policy, to strengthen reference to the scenic, environmental and cultural values of the Great Ocean Road, coastal environs and Bells Beach hinterland. The policy will focus on land beyond settlement boundaries with high scenic and environmental values and all policy information targeted towards urban development has been removed
- amend the Schedule to the Rural Conservation Zone to strengthen the conservation values that apply to the Bells Beach and Point Addis areas
- amend Schedule 1 to Clause 42.03 – Significant Landscape Overlay (SLO1), to provide clearer assessment criteria for applications in areas of international and nationally significant scenic and environmental value
- delete Schedule 1 to Clause 42.02 – Vegetation Protection Overlay (VPO1) from part of 205 Bones Road and from 220, 210, 200 and 180 Jarosite Road, Bells Beach
- apply Schedule 1 to Clause 42.03 – Significant Landscape Overlay (SLO1) to part of 205 Bones Road and 220, 210, 200 and 180 Jarosite Road, Bells Beach
- Delete Schedule 2 to Clause 42.02 – Vegetation Protection Overlay (VPO2) from 695 and 745 Great Ocean Road, Anglesea and 887 Great Ocean Road, Aireys Inlet; and
- apply Schedule 1 to Clause 42.03 – Significant Landscape Overlay (SLO1) to 695 and 745 Great Ocean Road, Anglesea and 887 Great Ocean Road, Aireys Inlet.

The Panel notes that in the Council Part A submission the properties referred to as proposed to be rezoned to Rural Conservation Zone included 145 Bones Road but not 81 Bones Road. This is of no consequence as the Council did not pursue these rezonings. The Panel understands that both 81 and 145 Bones Road are in the same ownership.

At its meeting of 22 August 2017, 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 13 September 2017 and comprised Rodger Eade (Chair) and Mandy Elliott.

A Directions Hearing was held on 2 October 2017. The Panel then met in the offices of Surf Coast Shire on 1–3 November 2017 to hear submissions to the Amendment. Those in attendance at the Panel Hearing are listed in Table 1.

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<sup>1</sup> The land owner indicated to the Panel that the correct address is 615 Great Ocean Road and not as advertised. The Panel uses the address as indicated by the submitter in this report.

**Table 1 Parties to the Panel Hearing**

Submitter	Represented by
Surf Coast Shire Council	Ms Barbara Noelker, Senior Strategic and Statutory Planner, Surf Coast Shire Council
Mr David O’Brien and Ms Janine Denholm	Mr David O’Brien who called the following expert witnesses: - Mr David Barnes, Town Planner, Hansen Partnership - Mr Andrew Hill, Ecologist, Ecology and Heritage Partners
Mr Paul Neate	Mr Cameron Gray of St Quentin Consulting
Dovali Pty Ltd	Mr Cameron Gray of St Quentin Consulting
Mr Rich Bennett	
Mr Anthony Gardiakos and Ms Paula Chick	Mr Andrew Iser of Planning and Property Partners
Mr Peter Stott	
Surfrider Foundation	Mr Darren Noyes-Brown
I and P McNaughton	Mr Greg Tobin and Mr Aaron Shrimpton of Harwood Andrews

### 1.3 Procedural issues

At the Directions Hearing, the Panel directed Council to provide it with definitions of the Bells Beach hinterland and the Bells Beach viewshed in its part A submission. It subsequently complied.

On day one of the Hearing it became evident that there were two versions of the Amendment documentation in circulation. They differed by only a few but important words. The first was available on the Department of Environment Land water and Planning (DELWP) website, to which there was a link on the Surf Coast Shire web site and reference to in the notice of the Amendment sent to potentially impacted land owners and occupiers. It described the Bells Beach hinterland in the exhibited Clause 21.06 as:

*Bounded by Bones Road, Addiscott Road, Bells Beach Road and Jarosite Road.*

The second version which was available at the Surf Coast Shire’s office and was the version made available to the Panel described the Bells Beach hinterland as:

*Bounded by and visible when travelling to Bells Beach along Bones Road, Addiscott Road, Bells Beach Road and Jarosite Road (Panel underlining)*

As a result, the Panel requested the Council to advise it:

- which version was authorised by Council for exhibition
- which version was authorised by DELWP for exhibition
- if version 1 was the authorised version, who within Council, authorised version 2.

Ms Noelker subsequently confirmed that version 1 was the version authorised by both DELWP and Council and that version 2 was an officer lead version. The Panel undertook its own check on which version DELWP authorised for exhibition.

In her response to submissions, Ms Noelker requested that if the Panel was minded to accept the version 1 definition, that the Panel request Council to re-exhibit the Amendment with the version 2 description of the Bells Beach hinterland.

The Panel wished to consider this request by Council and adjourned the Hearing to consider the position and subsequently made the following direction:

*At the Hearing for Surf Coast Planning Scheme Amendment C121, held from 1-3 November 2107, it emerged that there were two versions of the proposed Clause 21.06 to the Surf Coast Planning Scheme which had been placed on exhibition. They were very similar but included different descriptions of the Bells Beach hinterland.*

**Version 1** described the Bells Beach hinterland as:

*"...bounded by Bones Road, Addiscott Road, Bells Beach Road and Jarosite Road".*

**Version 2** described the Bells Beach hinterland as:

*"... bounded by and visible when travelling to Bells Beach along Bones Road, Addiscott Road, Bells Beach Road and Jarosite Road".*

*At the Hearing the Panel was informed that version 1 is the version that was authorised by both Council and DELWP for exhibition and was placed on the DELWP website. Council indicated that it had confirmed the authorised version with DELWP. The Panel subsequently made its own check on this with respect to the DELWP web site. There was a link to the DELWP web site on the Surf Coast Shire web site, and this was mentioned in notification letters. Version 2 was available for inspection at the Surf Coast Shire Offices and made available to the Panel in hard copy. At the Hearing, the Panel requested confirmation of who within the Council authorised version 2 to be made available at the Council offices and to the Panel. No information has been provided to the Panel on the authorisation of version 2.*

*In its Right of Reply at the conclusion of the Hearing, Council requested that if the Panel intended to accept Version 1 and prepare its report on this basis, that it be given the opportunity to reexhibit the Amendment based on the Version 2 description of the Bells Beach hinterland.*

*One submitter present at the conclusion of the Hearing objected to re-exhibition.*

*The Panel wished to consider this request by Council and adjourned the Hearing to consider the position. The Panel now makes the following Direction.*

*The Panel does not accede to the request of Council to reexhibit Amendment C121.*

*The Panel will consider the Amendment as authorised and subsequently exhibited, despite there being a version of the Amendment available to some submitters (ie those that may have come in to the Council office to view/receive*

*a hard copy of the Amendment) and provided to the Panel which was not authorised.*

*For this reason, the Panel now considers the Hearing closed.*

The Panel considers that it has no option but to consider the authorised Amendment. The issue of the description of the Bells Beach hinterland is considered further in Chapter 3.1. The Panel notes that in Clause 21.06 where the version 2 definition is included, that under the heading of 'Landscape Outcomes', the hinterland is described as in the version 1 description, that is that version of the policy contains contradictory descriptions of the hinterland.

#### **1.4 Background to the proposal**

The Planning Authority commenced the preparation of Amendment C121 in 2016. This followed community concerns about the reformed rural zones potentially allowing development in the Bells Beach area, which some in the community regarded as a potential threat to the hinterland landscape values which were much valued by the surfing community and others. An information brochure advising of the pending amendment was mailed to 58 landowners in the Bells Beach area and promoted on Council's website in April 2017. Preliminary discussions were encouraged with interested parties to help Council in the preparation of the Amendment. A number of landowners requested meetings and site visits to discuss ideas and concerns.

Amendment C121 implements and builds on the recommendations of the *Surf Coast Planning Scheme Review Report (2014)*, the *Bells Beach Taskforce Report* and *Bells Beach Surfing Recreation Reserve Coastal Management Plan (2015)*. The Amendment implements the strategic land use directions of these reports by updating local strategies, policy, zone and overlays in the *Surf Coast Planning Scheme* to better recognise the importance of Bells Beach and its hinterland. The Amendment improves the operation of the *Significant Landscape Overlay Schedule 1* and *Coastal Development Policy* applying to the hinterland and coastal rural land within the viewshed of the Great Ocean Road.

#### **1.5 Summary of issues raised in submissions**

The key issues raised in the submissions are briefly summarised as follows:

- the definitions of the Bells Beach hinterland and viewshed
- whether the area to which the Amendment proposes to apply has been strategically justified
- whether the zone, overlay and policy changes proposed have been strategically justified
- whether the rezoning proposed is appropriate
- whether the amended planning controls proposed are appropriate
- whether there should be a Bells Beach Structure Plan
- whether Lorne should be subject to its own review with tourism activities encouraged.

Each of these issues is essentially unresolved and have been referred to the Panel for consideration.

## **1.6 Issues dealt with in this Report**

The Panel considered all written submissions made in response to the exhibition of the Amendment, observations from site visits, submissions, evidence and other material presented to it during the Hearing.

The Panel has reviewed a large volume of material. The Panel has had to be selective in referring to the more relevant or determinative material in the Report. All submissions and materials have been considered by the Panel in reaching its conclusions, regardless of whether they are specifically mentioned in the Report.

This Report deals with the issues under the following headings:

- Planning context
- Definitional issues and strategic justification
- Proposed zone and overlay changes
- Individual property issues.

## 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, and has made a brief appraisal of the relevant zone and overlay controls and other relevant planning strategies.

### 2.1 Policy framework

#### (i) State Planning Policy Framework

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

**Clause 11.05-5 Coastal settlement** – The Amendment reinforces the existing settlement boundaries around the coastal townships through stringent subdivision and development controls that will, 1) prevent urban sprawl, 2) protect coastal values and 3) maintain areas between the settlements for non-urban use.

**Clause 12.01 Biodiversity** – The Amendment protects and enhances the biodiversity values of land abutting the coast through improvements to the SLO1 and the Coastal Development Policy in relation to significant vegetation and habitat.

**Clause 12.02 Coastal areas** – The Amendment enhances the recognition of the key rural hinterland areas along the coast and in particular, Bells Beach. The Amendment improves controls related to management of development adjacent to the Great Ocean Road and the coast. The Amendment implements a key strategy within the *Great Ocean Road Region Strategy 2004* (reference document to Clause 12.02-2) that seeks to “ensure effective protection of coastal areas” – framework plan shown in Figure 2. The strategy suggests that this can be achieved by:

- identifying and protecting significant landscapes
- effective protection of coastal areas
- promoting the regions environmental and cultural values
- directing growth to towns where it can best be accommodated – with access to reticulated sewerage, land availability and potable water supply (Torquay/Jan Juc).

Figure 2 Strategic Framework Map – reference document to Clause 12.02-2



**Clause 12.4 Significant environments and landscapes** – The Amendment improves reference to Bells Beach, the Great Ocean Road and its environs as international and nationally important landscape features.

**Clause 14.01-1 Protection of agricultural land** – The Amendment supports the containment of urban development within designated settlements and opposes subdivision and urban type development in rural areas where they may impact on active farming.

Submitters 6, 11 and 15 made reference to Clause 10 and some urged the Panel to recommend changes to it to better protect areas such as Bells Beach. Submitter 6 indicated that where there are contradictions between policies, those that protect the environment should take precedence. The Panel acknowledges Council's analysis of the SPPF but points out that there are also clauses which promote tourism. It is the task of planning to balance a range of local policies and to draw conclusions about net community benefit. It is not the Panel's role to comment and make recommendations on the SPPF including Clause 10.

**(ii) Local Planning Policy Framework**

Council submitted that the Amendment supports and is consistent with the following clauses of the Local Planning Policy Framework (LPPF):

**Clause 21.01-4 Municipal Framework Plan** states that the natural environment is the single most important attribute and asset of the Shire. The Amendment strengthens local policy to ensure its ongoing protection.

**Clause 21.02 Settlement, Built Environment, Heritage and Housing** – The Amendment reinforces the importance of non-urban breaks between townships along the coast and recognises their landscape values.

**Clause 21.02-3 Settlement Patterns** – aims to ensure that urban development minimises the impact on the environment, makes efficient use of land, infrastructure and resources, and is concentrated in accessible locations. It directs the majority of urban growth in the Shire to Torquay–Jan Juc and Winchelsea and seeks to maintain clear non-urban breaks between settlements. The Amendment supports this strategic direction.

**Clause 21.03-2 Environmental Assets** – The objective of the strategy is *“to protect and enhance the Shire's diverse natural resources in an ecologically sustainable manner for present and future generations”*. The Amendment improves policy, zone and overlay controls to ensure that development on and near the coast is compatible with and enhances the environmental, scenic and amenity values of the coastal environment.

**Clause 21.06 Rural Landscape** – The Amendment acknowledges the contribution of the visual landscape qualities of the Great Ocean Road and Bells Beach environs to the natural beauty, attractiveness, liveability and amenity of the area and improves the existing frameworks to enhance the ongoing protection for these areas.

**Clause 21.03-3 Environmental Risks** – states that rezoning and development of land for urban purposes should be avoided where there is a high risk of wildfire. The Amendment discourages intensifying development on land subject to the BMO.

**Clause 21.08 Torquay Jan Juc Strategy** – recognises the growth pressures affecting Torquay–Jan Juc and the consequential need to balance these pressures with maintaining the town's valued coastal character and environmental and landscape values. The Amendment applies to land abutting the Torquay–Jan Juc settlement boundary which is subject to constant pressure for further subdivision and expansion of Torquay. The Amendment supports the



containment of Torquay within the settlement boundary and opposes urban sprawl into this iconic landscape.

The Panel accepts that these Clauses are relevant, but notes the Clause 21.04 Tourism includes amongst its objectives *“To enhance and expand the tourism industry, whilst protecting the environmental, landscape and cultural values of the Shire and the lifestyle of its residents”*.

The Panel accepts that Council’s analysis of the relevant clauses of the LPPF and further comments that not unexpectedly there is some tension between the Clauses supporting tourism related activities and protection of the highly valued landscape. These tensions are reflected in the widely diverse views in the submissions to the Panel.

**(iii) Other planning strategies or policies used in formulating the Amendment**

The strategic justification to support the Amendment is an issue raised in submissions and this together with the strategic studies which directly underpin the Amendment are addressed in Chapter 3.2. In addition, Council submitted that the following strategies are relevant:

***Surf Coast New Format Planning Scheme – Report of the Panel 1999***

This report supported the application of the current suite of planning controls and the Coastal Development Policy into the Surf Coast Planning Scheme.

***Bells Beach hinterland zone discussion paper 2017***

The report was prepared at the request of submitter 34, who sought clarity around the history of the zoning split on their property at 615 Great Ocean Road. An assessment to determine the relevant zone was undertaken against Planning Practice Note 42, *Applying Rural Zones*. It was completed during the development of Amendment C121. This report is an internal discussion paper which has no status in the planning scheme.

***Rural Strategy 2007***

The strategy provided recommendations on the redrafting of planning controls. The recommended changes to the Municipal Strategic Statement (MSS) were introduced through Amendment C68 (Part 1) in 2013.

***Great Ocean Road Region Landscape Assessment Study 2003***

This assessment classified landscape precincts from Torquay to Warrnambool. It is a policy guideline referenced in the SPPF. It recommended the application of Significant Landscape Overlays (SLOs) to certain areas but at Bells Beach, SLOs were already in place.

***Torquay and Jan Juc Structure Plan 2007***

This is a reference document at Clause 21.08 of the planning scheme. It provides for low density residential growth at the urban boundary, but this will not be allowed to sprawl beyond defined settlement boundaries.

## 2.2 Planning scheme provisions

### (i) Zones

The land covered by this Amendment is in the following zones.

**Rural Conservation Zone** the purpose of which is:

- *to implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies*
- *to conserve the values specified in a schedule to this zone*
- *to protect and enhance the natural environment and natural processes for their historic, archaeological and scientific interest, landscape, faunal habitat and cultural values. To protect and enhance natural resources and the biodiversity of the area*
- *to encourage development and use of land which is consistent with sustainable land management and land capability practices, and which takes into account the conservation values and environmental sensitivity of the locality*
- *to provide for agricultural use consistent with the conservation of environmental and landscape values of the area*
- *to conserve and enhance the cultural significance and character of open rural and scenic non-urban landscapes.*

**Farming Zone** the purposes of which includes:

- *to implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies*
- *to provide for the use of land for agriculture*
- *to encourage the retention of productive agricultural land*
- *to ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture*
- *to encourage the retention of employment and population to support rural communities*
- *to encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*

In addition, some land is in the **Low Density Residential Zone**.

### (ii) Overlays

The following overlays apply:

- Significant Landscape Overlay Schedule 1
- Vegetation Protection Overlay Schedule 1.

Changes to the SLO1 are proposed as part of this Amendment and these changes and submissions on them are discussed in Chapter 4.2.

In addition, the following Overlays apply in part in the Bells Beach area:

- Bushfire Management Overlay
- Heritage Overlay Schedules 88 and 105.

### **2.3 Ministerial Directions and Practice Notes**

#### **Ministerial Directions**

Council submitted that the Amendment meets the relevant requirements of:

- Ministerial Direction 11 (Strategic Assessment of Amendments)
- Ministerial Direction on the Form and Content of Planning Schemes under section 7(5) of the Act.

#### **Planning Practice Note**

Council submitted that the Amendment is consistent with:

- Planning Practice Note 42 (PPN42) Applying the Rural Zones.

PPN42 provides guidance about the strategic work required to apply a rural zone. The Rural Conservation Zone is one of the suite of zones addressed. Using the guidelines, the *Bells Beach Hinterland – zone discussion paper*, found that based on ‘special environmental characteristics’ the Rural Conservation Zone to be the most appropriate zone for the balance of the Bells Beach hinterland.

### **2.4 Anomaly introduced by Amendment C96**

Amendment C121 proposes to apply the SLO1 to land at 887, 745 and 695 Great Ocean Road Anglesea to resolve an unforeseen planning scheme anomaly that has occurred through the adoption of Amendment C96 and the abandoning of Amendment C81. Amendment C96, which was with the Minister at the time of the Hearing, removes VPO2 from the planning scheme. VPO2 on these properties was to be replaced by an Environmental Significance Overlay Schedule 6 through Amendment C81. Amendment C81 was abandoned for reason not related to these three properties.

A planning scheme anomaly will occur when Amendment C96 is gazetted by the Minister, removing the VPO2 from the planning scheme ordinance while the planning scheme maps 32VPO and 40VPO will continue to show the VPO2 applying to these properties. The anomaly is proposed to be resolved by the application of the SLO1 to the three properties through this Amendment and the removal of a Map at Clause 42.02.

Council submitted that the SLO1 be applied to land at 887, 745 and 695 Great Ocean Road Anglesea and VPO2 be deleted. No submitter opposed this.

The Panel notes that the anomaly will only be created when Amendment C96 is gazetted. The Panel accepts the proposal by Council to resolve the anomaly.

### **2.5 Conclusion**

The Panel concludes that the Amendment is supported by, and implements, the relevant sections of the State and Local Planning Policy Framework, and is consistent with the relevant Ministerial Directions and Practice Notes.

## 3 Definitional issues and strategic justification

### 3.1 Bells Beach hinterland

#### (i) The issue

As indicated in Chapter 1.3, there was some confusion about how the Bells Beach hinterland in particular, and the Bells Beach viewshed are defined. This issue addressed by the Panel in this section is determining the appropriate definition for these two areas. This is of significance because it defines the area to which policies apply.

These issues are considered before the strategic justification for the Amendment because a key issue raised was the extent of the area the strategic justification underpinning the Amendment applies to.

The Bells Beach hinterland can and has been described in numerous ways for different purposes. This is appropriate. The focus here is on a description or definition appropriate for inclusion in the planning scheme.

#### (ii) Evidence and submissions

##### Bells Beach Viewshed

Ms Noelker for Council submitted:

*The land referred to as the 'viewshed' is the land located to the north, west and southwest of the reserve extending from Broadbeach Road in the north to Jarosite Road in the south. The viewshed is subject to the Significant Landscape Overlay Schedule 1.*

This definition was not contested at the Hearing.

##### Bells Beach hinterland

The description of the Bells Beach hinterland in the two version of the Amendment is included in Chapter 1.3.

In its part A submission, Council submitted:

*The question of 'where is the hinterland?' has arisen through the submission process and will potentially become contentious when the Responsible Authority is considering future planning permits on land beyond the viewshed or not zoned [Rural Conservation Zone] RCZ.*

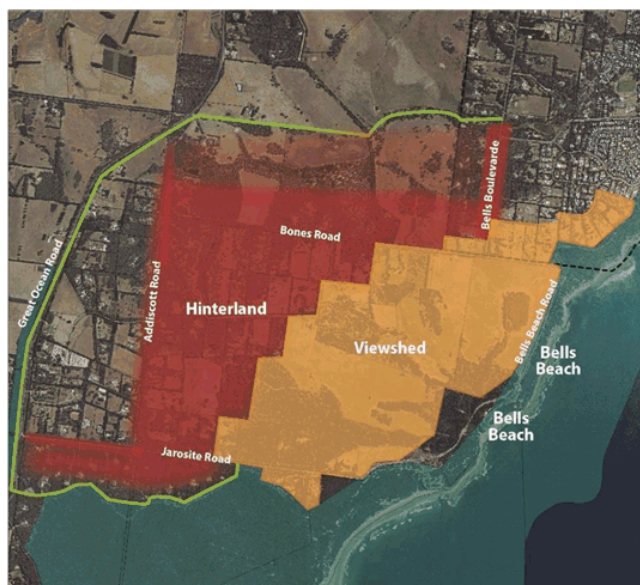
Council supplemented this with the map at Figure 3. It included a deliberate 'shading out' or blurring of the boundary of the Bells Beach hinterland.

The Explanatory Report circulated with the Amendment showed a much broader area in a figure with the caption "Map of Bells Beach hinterland". This is at Figure 1. It is noted that it includes land west of the Great Ocean Road and parts of urban Jan Juc.

Mr O'Brien tabled an explanatory leaflet which had been prepared by Council as part of the process leading up to the Amendment which included a map showing the Bells Beach

hinterland as described in the version 1 description. Ms Noelker subsequently tabled the version of the Explanatory Report sent to the Department seeking authorisation for the Amendment which included a Figure representing the Version 1 description of the hinterland.

**Figure 3 Council representation of Bells Beach hinterland submitted at the Hearing**



Mr Gray for submitter 20 stated that there are a range of descriptions of the Bells Beach hinterland in the Amendment documentation and background reports. He supported the definition of the hinterland as represented in the authorised Amendment documentation.

Ms Noelker submitted that the description of the hinterland in Clause 21.06 is only part of a broader area to which the objectives and strategies in the policy apply. It is part of a precinct under the heading of 'Otway Ranges and Coast'. In the existing Clause 21.06, there is no specific mention of the Bells Beach hinterland, but it is included in the Otway Ranges and Coast precinct.

The Surfrider Foundation submitted that this definition of the Bells Beach hinterland would include the properties at 155 and 185 Bones Road because of their visibility from key points, but not the properties at 615 Great Ocean Road and 81 Bones Road. Submitter 37 supported a broader definition and listed key viewpoints which the Panel subsequently visited.

### **(iii) Discussion**

#### **Bells Beach hinterland**

It is clear to the Panel that in line with the broad approach of this Amendment, Council wishes to strengthen and clarify the application of Clause 21.06 by defining the Bells Beach hinterland within it. This is in line with the description of the Amendment as the 'Bells Beach Hinterland Review'. The Panel fully understands Council's wish in this respect and notes that the majority of submitters support this.

The attempts to define the Bells Beach hinterland have been confusing for both the Panel and submitters. It is clear that at least two submitters initially thought they were not included in the hinterland as defined in the Amendment and subsequently found that they might be. This confusion was not helped by the *Bells Beach – Viewshed analysis report*, an internal Council document based on topographical mapping alone and which has no status in the planning scheme. As far as the Panel is aware it has not been subject to peer review. The confusion arises because this report appears to be used to assist the description of the hinterland but has no apparent role in defining the viewshed, other than through a limited topographic analysis.

The Panel now has three descriptions of the hinterland to consider: the two versions of the Amendment documents and a third one which the Panel assumes is an attempt to represent the hinterland on a map, (notably at the Panel's request) and which is at Figure 3.

As indicated in Chapter 1.3, the Panel feels that it has little option at this stage but to accept the description of the hinterland in the authorised version of the Amendment. It was given no satisfactory explanation of how the version 2 description was made available. This is further reinforced by the Panel's view that the version 2 description would be very difficult to implement because of the lack of clarity about which properties or parts of properties it would apply to. This is likely to lead to significant uncertainty and the likelihood of challenges, including at the Victorian Civil and Administrative Tribunal (VCAT), on the application of Clause 21.06. This would not be a good planning outcome.

The Panel has difficulty with the use of the *Bells Beach Viewshed Analysis report* as the only basis on which to define areas visible from key view points and hence included in the definition of the Bells Beach hinterland. It understands that vegetation can be a moving feature on the landscape but generally it is not, particularly when protected by appropriate overlays. The Panel is of the view that if Council wishes to extend the land described as the Bells Beach hinterland, the mapping should be complemented by on the ground vegetation analysis to more clearly describe areas to which Council wishes Clause 21.06 to apply. This would provide a level of certainty for both the community and landowners.

Further discussion on the application of Clause 21.06 is in Chapter 4.4.

The Panel understands and respects the Council's wish to protect the vistas of the landscape in the approaches to Bells Beach. It further notes that in many areas, the drive into Bells Beach is through significantly vegetated areas which limit views. It notes that significant parts of the land outside the hinterland as described in the Version 1 description are covered by either the SLO1 or VPO1 and hence have the protections afforded by those overlays. Much of the area to the west of Addiscott Road is currently in the Low Density Residential Zone, not covered by either of those overlays but is mostly heavily vegetated and with few prominent dwellings. The Panel does not support a blanket application of Clause 21.06 to areas identified in the Bells Beach Viewshed Analysis report. This is not necessarily consistent with its stated intention of protecting vistas from the approaches to Bells Beach and is a blunt instrument where a more nuanced approach which both protects relevant vistas but provides certainty to areas of its application is needed. Having said this the Panel acknowledges that Clause 21.06 is relevant at least in part to the broader area described as Otway Ranges and Coast.

### **Bells Beach viewshed**

The Panel accepts that the definition of the Bells Beach viewshed is clear and unambiguous and it is the land to which the amended SLO1 applies.

#### **(iv) Conclusions**

The Panel concludes that:

- the Bells Beach hinterland as defined in the exhibited Amendment is clear, but it is not clear that this covers all the land which Council wishes to protect
- the Bells Beach viewshed is clearly defined as the area to which the Significant Landscape Overlay Schedule 1 applies.

### **3.2 Strategic justification for the Amendment**

#### **(i) The issues**

There was broad agreement amongst submitters that the Bells Beach area has national and international prominence from a surfing perspective and more broadly from a tourism perspective. Further, it was broadly agreed that it has a highly valued landscape character which should be preserved. The issue addressed in this section is whether the changes to the zone, overlay and planning provisions proposed have a sound strategic justification in the work undertaken by and for Council and which has been used as the strategic justification for the Amendment.

#### **(ii) Evidence and submissions**

Council submitted that the proposal to strengthen the planning controls in the Bells Beach hinterland is strategically justified in the following reports, plans and strategies.

##### ***Surf Coast Planning Scheme Review Report 2014***

This was a broad based review of the Surf Coast Planning Scheme to evaluate the performance of the scheme against State policy and the Council Plan. The Bells Beach area was specifically addressed in Appendix 6. Whilst there was discussion of both the 'Bells Beach area' and the Bells Beach viewshed, only the latter was defined.

The reform of the rural zones introduced in 2013 was a significant change which as indicated in the review report, allowed more tourism related uses in areas where the Rural Conservation Zone applies. Council submitted that the reformed rural zones:

*... have had implications in relation to rural land use policy and raised particular concerns for development in Bells Beach viewshed, which is highly valued by the community.*

As part of its analysis, the review examined planning applications submitted between 2002 and 2012. It described the controls in place at that time as robust with respect to the management of environmental and landscape values being adequately managed and protected.

Ms Noelker submitted:

*The review stressed that the current combination of RCZ, SLO1 and MSS is sufficient (with specific improvements highlighted) to protect the Bells Beach viewshed.*

Among the changes included in recommendation of the review report are:

1. *Expand policy provisions in Clause 21 and 22 to apply to the Bells Beach area within the RCZ rather than confined to the viewshed area covered by the SLO.*
2. *Review and expand the conservation values in the schedule to the RCZ to be more specific about the landscape and environmental values of the Bells Beach viewshed.*
3. *Add the following statement under ‘using policy and the exercise of discretion’ at Clause 21.06-4: “Development that is likely to detrimentally affect the scenic landscape, environmental and cultural values of land within the Bells Beach Area will not be supported.*
4. *Reinstate the previous provision in 21.06 to discourage development and subdivision within the Bells Beach Area will not be supported (Council underlining).*
5. *Review the Coastal Development Policy and focus its aim on protection of significant rural landscapes within coastal areas.*
6. *Rework the SLO1 to focus its aim on protection of significant rural landscapes within coastal areas.*

#### **Bells Beach Task Force Report 2015**

This Council appointed task force provided advice to Council on the development of a *Coastal Management Plan for the Bells Beach Surfing Recreation Reserve*. This review focused on future management of a relatively small part of the broader hinterland to Bells Beach. Amongst the shifts in directions which it identified was “*Support for improved protection of the Bells Beach hinterland through proposed changes to the Surf Coast Planning Scheme*”. It makes no attempt to define the hinterland.

#### **Bells Beach Surfing Recreation Reserve Coastal Management Plan 2015–2015, 2015**

This is a high-level document which includes vision and goals for the management of the coastal reserve, over the ensuing 15 years. It identifies the area’s values and a prioritised list of actions to protect those values. Its focus is on the coast and the immediate coastal area. One of its management goals is to “*acknowledge the importance of the setting within a rural hinterland landscape*”. It makes reference to the hinterland and the SLO1 which is applied to private land in that hinterland but makes no attempt to further describe that hinterland.

#### **Bells Beach Viewshed Analysis Report 2017**

This is an internal three dimensional topographic mapping analysis of potentially visible area from four key viewpoints at and approaching, Bells Beach. It is an internal document with no



formal status. The term 'potentially visible' is used as it does not take account of intervening vegetation which obscures some views.

Ms Noelker submitted that these four studies plus a letter of support from the Acting Minister for Planning in support of stronger controls form the strategic underpinning of the Amendment.

Mr Tobin for submitter 30 of 130 Bells Beach Road, submitted that the Council's strategic assessment is flawed, and the Amendment lacks strategic justification because:

- the Amendment is not sufficiently resolved and clear
- numerous terms lack definition and have been changed over the course of the Amendment
- the Amendment lacks a demonstrated need
- the Amendment is at odds with what is permitted under the RCZ
- it is difficult to see how a system which has been reviewed and described as robust can be so impaired as to require an Amendment.

Mr David Barnes of Hansen in planning evidence for submitters 34 stated that the planning scheme review report does not appear to apply to the area north of Bones Road as it appears to apply to the viewshed area, that is the area to which the SLO1 applies. That is the review does not apply to his client's property. He further stated that none of the recommendations of the review apply to the area north of Bones Road, and therefore exclude his client's property. Specifically, he stated that the Bells Beach area is defined in the review as the area bounded by Bones Road, Bells Beach Road, Addiscott Road and the coastline.

Mr Gray submitted that there is nothing in the background reports which justifies the application of the policies to his client's land at 185 Bones Road, Bells Beach.

### **(iii) Discussion**

Of the documents relied on by Council to support the Amendment, the task force report and the management plan provide important context in setting out the significance of Bells Beach and the area around it to both the surfing community and more broadly as a tourist destination in both a national and international sense. Passing, but nevertheless important, reference is made to its broader hinterland setting without defining that area. This is not surprising given the very different purpose of these documents.

The Panel notes that the key strategic document supporting the Amendment is the *Planning Scheme Review Report*. The appendix which addresses Bells Beach specifically refers in its title to the viewshed, but the discussion clearly relates to a broader but undefined area.

In the Panel's view the recommendations in the review report provide a clear strategic underpinning for the current Amendment albeit they had not been tested before this Hearing. Clearly the review work has been undertaken and has resulted in a series of recommendations many of which are taken up in this Amendment.

The Panel notes Mr Tobin's reference to the review report describing existing controls as having been robust. This may well have been a useful description of the controls as they applied before the reformed rural zones were applied. The Panel accepts that the reformed rural zones potentially permit some uses that Council wishes to exercise stronger control over,

particularly given the importance of the area as described in strategic documents. Nevertheless the comments about the robustness of the existing controls in the past should not limit Council's ability to strengthen controls, particularly in such an area of documented significant landscape.

The question then arises to the strategic justification for the area to which the Amendment is proposed to apply. The Panel understands that there is a relatively clear definition of the Bells Beach viewshed in the review report, consistent with the definition in Chapter 3.1. That said, the table in the review report which lists recent planning applications in the "viewshed", appears to include applications which do not relate to the defined viewshed.

The review report refers to the "Bells Beach area" and in a discussion of the Rural Conservation Zone refers to it as Mr Barnes has described it above. This is a confused definition in that the listed roads do not bound an area and Bells Beach Road is parallel to the coastline. It would need to include Jarosite Road to define a bounded area. The Panel does not accept that this discussion of the Bells Beach area in the limited context of a discussion of the coverage of the Rural Conservation Zone is a considered attempt to define the area of coverage of either the review and in particular an area relevant to this Amendment, particularly given that it does not delineate an area.

The Panel is of the view that the rather general use of the term "Bells Beach area" in the review report leaves the way open for the Council to more clearly define the area as part of this Amendment. Council defines the Bells Beach hinterland in the Amendment, albeit in two different and confusing ways. The Panel accepts that the review report could be interpreted to leave the way open to define an area more extensive than the definition of the Bells Beach hinterland adopted for this Amendment.

**(iv) Conclusions**

The Amendment is well founded and strategically justified, and the Amendment should proceed subject to a number of minor modifications.

**3.3 Recommendations**

The Panel recommends that Amendment C121 to the Surf Coast Planning Scheme be adopted as exhibited subject to minor modifications.

## 4 Proposed zone and overlay changes

### 4.1 Proposed rezoning to Rural Conservation Zone

The exhibited Amendment proposed to rezone 155, 185 Bones Road, and part of 81 Bones Road and 615 Great Ocean Road from the Farming Zone to the Rural Conservation Zone. Council informed the Panel at the Hearing that it no longer wished to pursue these rezonings as part of this Amendment. The Council stated (Document 1):

*Although the rezoning is consistent with and strongly supported by the SPPF and LPPF Council seeks to undertake a more thorough review of rural zones across the entire municipality.*

The Surfrider Foundation (submitter 36) submitted that 155 and 185 Bones Road are within the hinterland and are important parts of the Bells Beach viewshed and their rezoning should be considered by the Panel despite the Council position.

Council submitted that any future rezoning of these properties would be in the context of a broader zone review.

The Panel accepts the Council position and offers no further comment.

### 4.2 Proposed changes to the Significant Landscape Overlay Schedule 1

#### (i) The issue

It is proposed to amend SLO1, to provide clear assessment criteria for applications in areas of nationally significant scenic and environmental value.

It is further proposed to delete the VPO1 from part of 205 Bones Road and 220, 210, 200 and 180 Jarosite Road, Bells Beach and apply the SLO1 to those properties. The issue discussed in this section is whether both the changes to the Schedule and expanding its area of application are appropriate.

#### (ii) Submissions

##### Additional properties to SLO1

Council submitted that they reviewed the extent of the viewshed through the *Bells Beach viewshed analysis report (2017)*. Council explained the report uses 3D topographic modelling, depicting land of high and low visibility from a range of viewpoints. The viewpoints were selected by Council and are the first locations on each access route where extensive views of the reserve and across the Bells Beach hinterland become visible. All four points are in elevated locations within the landscape where clearings in the vegetation allow panoramic views of the hinterland and beyond. The 3D model does not consider existing vegetation.

The four observation points are:

- Site 1 – Bells Boulevard
- Site 2 – Jarosite Road
- Site 3 – Bones Road
- Site 4 – Bells Beach carpark entry.

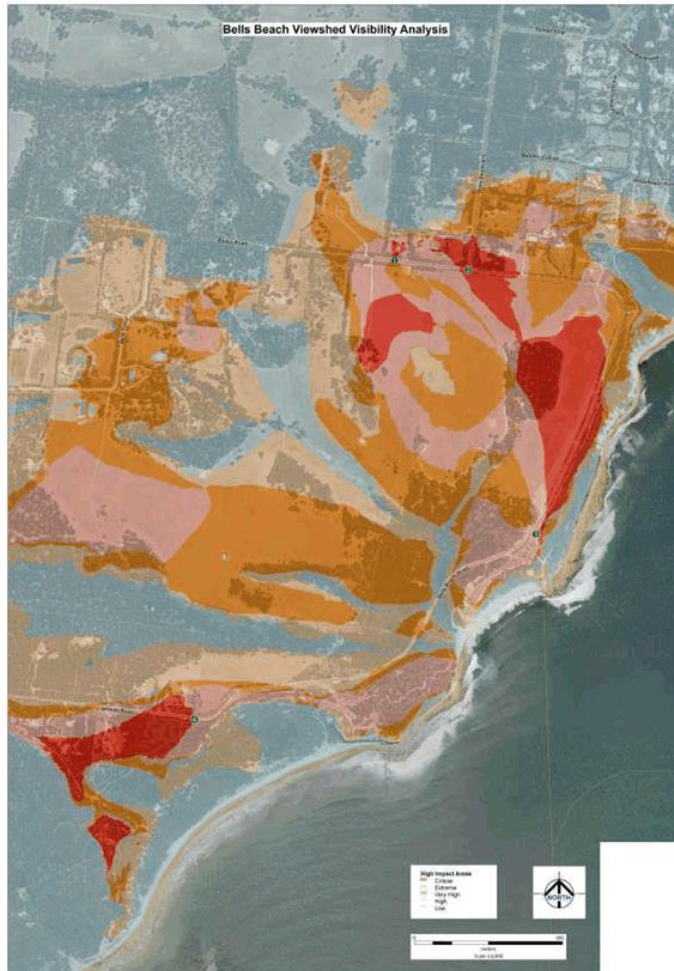
From the viewshed analysis, Council identified five properties of high visibility within the hinterland, visible from all or the majority of the viewpoints. The application of the SLO1 was recommended by Council for these properties.

Figure 4 Proposed additional application of the SLO1



The *Bells Beach viewshed analysis* report states that to protect the sensitive nature of Bells Beach viewshed it is important that all proposed development is 'visually recessive'. The report refers to a key figure reproduced at Figure 5, indicating sites of visual prominence within the landscape and uses the criteria of critical to low to determine visibility from the key viewing locations.

Figure 5 Bells Beach viewshed analysis



Mr Tobin and Mr Gray (representing submitter 20) both submitted that the *Bells Beach viewshed analysis report* has limitations in its methodology for determining viewsheds of significance and should not be given weight. Mr Tobin said that *“it is difficult to see how it justifies an expansion of the SLO or controls within the SLO1”*.

Mr Gray submitted that the report is misleading in terms of scale of impact noting that the scale escalates dramatically from Low to High, Very High, Extreme, etc. The submission states *“there does not seem to be any categorisation which might be applied to an area which might be subject to ‘medium’ or ‘limited’ or similar visual impact”*. He notes that there have been no photomontages to test the visual analysis undertaken, which he states is a serious limitation. The submission also notes that the Council’s visual analysis did not consider vegetation and he states:

*The BBVAR [Bells Beach viewshed analysis report] considers only landform in its assessment of visibility, and not vegetation. Whilst this principle is understood, on the basis that vegetation may not be a long-term element and topography is unchanging, the approach ignores the fact that were vegetation to be somehow removed from the hinterland area, the landscape values, the viewshed, and all associated policies would need to be reviewed. To ignore the effect of vegetation on landscape and viewshed is not an appropriate approach in this context and ignores the reality of the landscape today ...*

#### **Changes to Schedule 1 of SLO**

Submission 30 states the proposed amendments to SLO1 are extensive and are both unnecessary and inadequately resolved and that the existing Schedule provides an adequate framework for the assessment of permit applications.

Mr Tobin questioned the meaning behind 'visually recessive' at Clause 4 of the Schedule, which reads as proposed:

*A development is 'visually recessive' when the following siting and design principles are followed; sits below the existing tree canopy, is modest in size and height (predominantly single storey) so that the surrounding landscape dominates the structure, is tucked into a hill side or utilises a stand of trees as a backdrop, maximises landscaping and has minimal hard surface areas, constructed in natural materials and colours (stone and/or timber), is located below a ridge line and is setback far enough from the street or public vantage point so that it is hardly visible from beyond the site.*

Mr Tobin emphasised that such words in a policy do not account for bushfire mitigation requirements, raises elements such as hard surface which may have no bearing on the visual impact of a development and will invite objections on the basis that a development can be seen from any location to any extent. He said, *'the ability to see something is not a test in planning; it's how it fits into the landscape'*.

Council responded (Document 30) that the words proposed are consistent with the intention of the Amendment and they do not support deletion of the wording 'hardly visible'. Council states *"there is sufficient scope within the definition of 'visually recessive' for a proposal to comply with the criteria provided and thereby argue that it is 'hardly visible'"*.

Submitter 1 considered it unnecessary and counterproductive to change the overlay applicable to their site from VPO1 to SLO1. They raised issues with the definition of 'visually recessive' and submitted that such requirements effectively limited all development on their property at 210 Jarosite Road to a predominantly single storey scale. They stated *"the requirement that development is to be located so as to be 'hardly visible from beyond the site' is subjective and an inappropriate measure for a planning control"*. Submitter 1 suggested that the SLO1, when combined with the requirement to maintain vegetation on the land will unreasonably prevent them from accessing coastal views.

Mr Iser (representing submitter 1) submitted that *"properly applied, only underground bunkers covered by planting and offering no views of the international significant landscape feature of the ocean would be approved"*.

In response to submitter 1, Council emphasised that the SLO1 is considered appropriate for this site due to its visual prominence within the hinterland, Coastal Reserve and the Surf Coast Walk.

Submitter 16 raised concerns that the proposed changes to the Schedule would only broaden the scope of restrictions on landowners significantly *“as well as extending the area to include all approaches to the Bells Beach Reserve. This is totally unnecessary”*.

**(iii) Discussion**

Mr Tobin and Mr Gray questioned the weight the Panel should give to the *Bells Beach viewshed analysis report (2017)* and highlighted the limitations of the report prepared internally by Council officers. The Panel appreciates there are a number of limitations with the 3D model and viewshed analysis but it also identifies that the analysis provides Council with some confidence that particular viewsheds are more critical than others.

While the Panel accepts that the application of the SLO1 to the five properties proposed is acceptable on the basis of the topographical mapping, it notes that when development proposals are being assessed in these areas, the requirement for buildings to be visually recessive will require documentation to be supplemented by an analysis of the impact of existing vegetation.

In terms of the proposed wording changes within Schedule 1, the Panel agrees with Council that there is sufficient scope within the definition of ‘visually recessive’ for a proposal to comply with the criteria provided.

The Panel disagrees with the submission that it is both unnecessary and counter-productive to change the overlay applicable to the site from VPO1 to SLO1 as the Panel considers it appropriate for the site to be within the SLO1 and notes that there are provisions within the schedule that also aim to protect remnant vegetation and habitats, thereby being a coordinated approach rather than counterproductive.

In regard to submitter 1, the Panel does not agree that the definition limits ‘all development’ on their property and that as Council suggests, there is sufficient scope within the definition of ‘visually recessive’ for a proposal to comply with the criteria. The issue of a permit by VCAT for limited development at 130 Bells Beach Road, a property to which the SLO1 applies, is evidence that appropriate development can occur and the Panel rejects Mr Iser’s characterisation of the limitations on development on his client’s property.

**(iv) Conclusions**

The Panel concludes the inclusion of the additional five properties within the SLO1 as identified in the Amendment is sound, based upon the visual analysis report and on review during the Panel’s site visit. The Panel notes that four of these properties are already within the Rural Conservation Zone and that other coastal policies protecting viewsheds, the landscape and remnant vegetation therefore would also apply, regardless of whether they have the SLO1 applied.

Mr Iser and Mr Tobin suggest further drafting is required around these criteria in the SLO1 to ensure less discretion and as Mr Iser said to ensure “*not so much a lawyers’ picnic*” regarding interpretation.

The Panel agrees with Council that in regard to the application of the SLO1, it ensures any development requiring a planning permit undergoes an assessment of the potential impacts it may have on this sensitive environmental and landscape setting. The controls include sufficient flexibility and performance measures to enable for each site to be considered on its merits.

The Panel finds that the SLO1 is a necessary tool to reinforce the importance of the landscape setting including remnant vegetation protection within an area described by Council as “*of international and national significance*”.

### **4.3 Proposed changes to the Rural Conservation Zone Schedule**

#### **(i) The issue**

It is proposed to amend the Schedule to the RCZ to strengthen the protection of conservation areas covered by the Schedule. Whether the proposed changes to the provisions are appropriate is the issue addressed in this section.

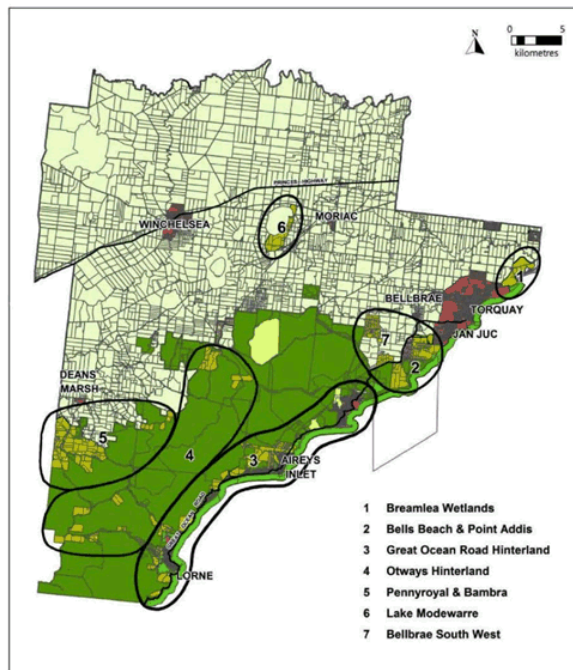
#### **(ii) Evidence and submissions**

The RCZ Schedule currently includes a single description for the combined areas of Bellbrae, Bells Beach and Point Addis. The Amendment proposes to provide a separate description for Bellbrae and for the combined area of Bells Beach / Point Addis. It also includes a new map that defines the boundaries of those areas, see Figure 6. It shows the boundary between Bellbrae and Bells Beach / Point Addis as being the Great Ocean Road.

The amended map splits subarea 2 – Bellbrae, Bells Beach and Point Addis into subarea 2 – Bells Beach and Point Addis and subarea 7 – Bellbrae South West. Council stated that the subareas have been separated as the conservation and landscape values vary substantially.



Figure 6 New map proposed to be included in the schedule to the Rural Conservation Zone



Mr Barnes of Hansen Partnership provided planning evidence for Mr O'Brien and Ms Denholm (submitter 34), stated that:

*The fundamental concern of the owners of the land, is not to have their property included in the area to which planning policies and controls formulated specifically for Bells Beach, apply. Considerable work and community consultation was undertaken as part of the preparation of the Bells Beach Taskforce Report and the Bells Beach Coastal Management Plan to address community interests. At no time during that consultation was 615 Great Ocean Road considered to be part of the area that should be covered by planning policies and controls associated with Bells Beach.*

*The concern is that the amendment represents planning creep, by progressively extending the coverage of planning policies that apply to the Bells Beach Viewshed and to the Bells Beach Hinterland, to a wider area that includes their property.*

Submitter 34 said that his address is Bellbrae, not Bells Beach.

The planning policies Mr Barnes refers to are Clauses 21.06, *Rural Landscape* and 22.04, *Scenic landscapes and Environmental Assets Policy*. He also believes that "it is potentially confusing to show 615 Great Ocean Road as being within the Bells Beach / Point Addis precinct on this map, if those policies do not apply to the land".

The Amendment also updates the conservation values within the schedule based on current information obtained from the *Biodiversity Mapping Project, SCS, DEPI & CCMA (2014)* which Council advised is shortly to be gazetted as a reference document to the planning scheme.

**(iii) Discussion**

The Panel agrees with the Council that a distinction between the areas of Bellbrae and Bells Beach / Point Addis that matches with the local policies is desirable and that a map representing this is useful. The basis for this is the differing vegetation but the Panel was presented with no evidence to allow it to comment specifically on the boundary proposed to separate subarea 2 from subarea 7. The Panel also notes the issue raised by Mr Barnes that such maps can be confusing. Council acknowledged this but also explained that the map is for illustration and not meant to be interpreted as a definite boundary as they are not at that scale. The Panel notes that the boundary between subarea 2 and subarea 7 appears to follow the Great Ocean Road and therefore appears to be a clearly defined boundary.

While the Panel understands the concerns about the extension to the area coming within the orbit of Bells Beach, no evidence was presented to it to convince it that the new boundary between subarea 2 and 7 is inappropriate in terms of landscape or conservation values, which is the stated purpose here. This conclusion is drawn notwithstanding that some of the areas within the new subarea 2 appear to be clearly within Bellbrae. The Panel interprets the descriptors for the subarea as indicative and not necessarily an accurate reflection of postal addresses.

Notwithstanding, it is clear that the southern part of the property at 615 Great Ocean Road is currently within the Rural Conservation Zone so the policy at Clause 22.04 applies. It is noted that Clause 21.06 could be considered to apply in part currently, as the area is in the *Otway Ranges and Coast*, precinct. The Panel understands the issue raised by submitter 34 around the possible rezoning/re-assessment of the Rural Conservation Zone boundary for his site, however, does not intend to comment on this matter further as it is separate to the Amendment before this Panel. This was made clear at the Hearing and Panel understands a review may be considered as part of the Council's wider zone review in the future, in which such matters could be considered.

The Panel notes that there were no submissions which seriously challenged the amended wording in any of the seven subareas referred to in the Schedule.

**(iv) Conclusions**

The Panel concludes that:

- the insertion of a revised map that separates the Bellbrae and Bells Beach / Point Addis landscapes is justified
- strengthening the protection of conservation areas covered by the Schedule is important and therefore the proposed changes to the provisions of the RCZ Schedule are appropriate and supported.

#### 4.4 Proposed changes to Clause 21.06 Rural Landscape

##### (i) The issue

It is proposed to amend Clause 21.06 *Rural Landscape* to more clearly define the area covered by the clause and strengthen the protection of the highly valued landscape in the area covered by the strategies. Whether the proposed changes to the provisions are appropriate is the issue addressed in this section.

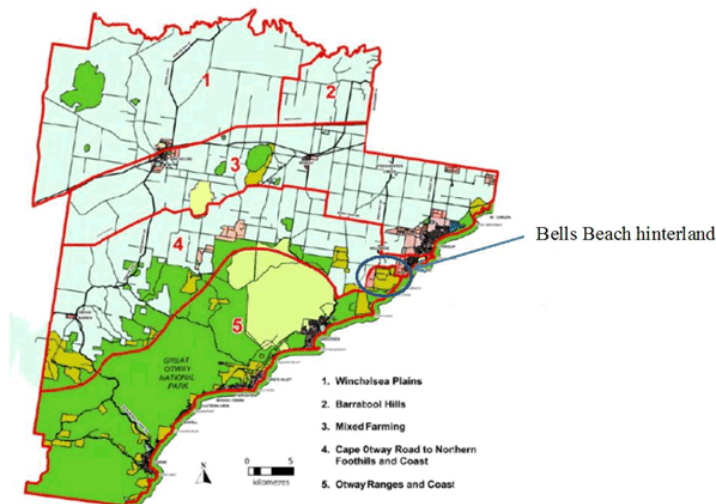
##### (ii) Evidence and submissions

The Amendment replaces the existing Map 1 to Clause 21.06 – Landscape Units with a new map, expands on the landscape elements associated with Bells Beach and the hinterland and provides clearer strategies about how to achieve this.

Council’s Part A submission outlined that the map currently within the planning scheme was adopted through a previous Amendment (C68 Part 1) in 2013. Amendment C68 implemented the recommendations of the *Surf Coast Shire Rural Strategy (2007)* and deleted the former landscape map and inserted a new map. The map inserted in 2013 as part of Amendment C68 condensed nine landscape precincts into five. The Bells Beach hinterland through Amendment C68 Part 1 placed the southern part of the hinterland (south of Jarosite Road) within precinct 5 and the balance within precinct 4.

The boundary of ‘Precinct 5 – Otway Ranges and Coast’ in Map 1 to Clause 21.06, proposed through Amendment C121, closely aligns with the ‘Rural Precincts’ map included in the Rural Strategy but has been extended to include two additional properties. The map is shown at Figure 7.

Figure 7 Map 1 to Clause 21.06 – Amendment C121



Council explained that the map has been extended to include all land identified through the Amendment as forming part of ‘the hinterland’. Amending the boundary of the precinct is

necessary to locate *all* of the hinterland (excluding the urban fringe) within one rural landscape precinct. This enables the description of the landscape values relating to the Bells Beach area, inserted through the Amendment, to align with the precinct boundary.

The Amendment also inserts the following description of Bells Beach and the hinterland into Clause 21.06:

*Bells Beach forms the north eastern boundary of this precinct and is listed on the Victorian Heritage Register for its surfing, cultural and aesthetic heritage values. The scenic landscape value of the Bells Beach Surfing Recreation Reserve and surrounds derives from the coming together of the pastoral landscape and seascape and from the relative absence of built structures visible beyond the Torquay/Jan Juc settlement boundary. The hinterland to Bells Beach (bounded by Bones Road, Addiscott Road, Bells Beach Road and Jarosite Road) provides an important rural and bush setting on route to the reserve.*

Council explained that the Amendment places all of the hinterland within Precinct 5 – Otway Ranges and Coast and inserts a more detailed description of the landscape setting. Reference to Bells Beach is removed from Precinct 4. The proposed description and map covers all of the hinterland not just the northern part, which is currently the case. Council explained that the map and the description need to align to ensure that land south of Jarosite Road is also considered to form an important part of the backdrop and entry to Bells Beach.

The Amendment modifies an existing strategy under ‘Objective 3’ – Landscape outcomes, Clause 21.06-3. The objective seeks to “*protect the rural landscape from urban intrusion and to provide clear distinction between townships*”. One of the strategies to achieve this objective is, to:

*Oppose further subdivision around Bells Beach and Point Addis.*

The Amendment alters the wording to read:

*Oppose any proposal or rezoning that would allow more intensive development in the Bells Beach hinterland and Point Addis*

Amendment C121 also modifies an existing strategy under ‘Objective 4’ - Landscape outcomes, Clause 21.06-3. The objective seeks to “*recognise the importance of maintaining the visual landscape qualities of the Great Ocean Road environs both for residents and visitors to the coast*”.

One of the strategies to achieve this objective is to:

*Oppose subdivision and intensive tourist development in the Mt Sabine area.*

The Amendment alters the wording to read:

*Oppose subdivision and tourist development in the Mt Sabine area, Bells Beach viewshed and Point Addis.*

Council submitted that the *Surf Coast Planning Scheme Review Report 2014* recommended that reference to ‘development’, not just subdivision be reinstated into the policy. The review noted that the wording was “*inadvertently altered by a recent amendment*” and went on to say that the removal appeared to be “*an oversight, but has resulted in a weakening of policy*”

control". The Amendment does not 'oppose' any 'development' as suggested by the review as this would be contrary to the zone provisions, but instead focuses on 'tourist development'.

The Surfrider Foundation (submitter 36) expressed the importance of protection of the landscape around Bells Beach Reserve and hinterland, stating:

*The Bells Beach Recreational Surfing Reserve is integral to the social and economic values of the local community and also to Victoria. It is essential to the surfing industry and is a key part of both recreational and competitive surfing. The experience of travelling to Bells is a key part of surfing there whilst the rural landscape is important in allowing people to connect with the land. The community does not want the hinterland to be developed so that we are being overseen by houses similar to other beaches that have been loved to death.*

Other submitters also want to see strengthened environmental and landscape controls for Bells Beach and the Bells Beach hinterland. Submitter 8 stated "if you retain the wonderful natural environment around Bells, you have something unique and if you save it for the future, it will remain where other places will become more fully built out". Ms Flutter (submitter 14) stated that "the Surf Coast Shire planning scheme must strengthen its framework so as areas such as the area in question around Bells Beach and its hinterland, remain the wilderness for future generations not just the current and previous generations".

Mr Tobin, raised a number of issues with the proposed changes to Clause 21.06 Rural Landscape. In regard to Objective 3, the revisions include, oppose 'any proposal' which Mr Tobin suggests introduces ambiguity and uncertainty into the planning scheme. The McNaughton submission also makes comment on the second dot point under Objective 4 (buyback scheme) and requests the Panel remove this strategy from the planning scheme on the basis that it does not assist in the application of planning policy.

Submitter 16 expressed concerns about Bells Beach being added to the list of areas where the Council supports the concept of a buyback scheme for private land with significant environmental value. He stated that this could have a negative effect on land values.

Mr Tobin submitted that some objectives and strategies are drafted as though they are controls and that this is not the role of policy. He quoted from Planning Practice Note 8, which states that a local policy cannot prohibit a use permissible under a zone.

Mr Tobin further submitted that policies should be facilitative and should not attempt to do the work of zone controls by attempting to prohibit uses. The submission also requests the removal of 'cultural values' within 21.06-4 and removal of reference to a Design and Development Overlay.

Council's response is that 'cultural' needs to remain as it reflects the cultural connection within the Bells Beach hinterland both for indigenous cultural heritage and surfing culture.

Mr Tobin submitted that the strategy under Objective 3 which is proposed as: "Oppose any proposal or rezoning that would allow more intensive development in the Bells Beach hinterland and Point Addis" is inconsistent with the 'permissive' nature of strategies under Objective 1.

Mr Gray, representing submitter 20, stated that *‘the strategies proposed in Clause 21.06 largely relate to land use rather than landscape values, are not consistent with the objectives, and have a range of implications, including;*

- *Discouragement of legitimate Section 2 uses which might be considered tourism or commercial in nature*
- *Strong discouragement of any intensification of development, which may be perfectly acceptable in terms of landscape outcomes*
- *Lead to confusion and debate about what is meant by cultural values of land within the Bells Beach hinterland*
- *Land subject to the Vegetation Protection Overlay would now be subject to landscape policy relating to Bells Beach hinterland, without either being within the hinterland or necessarily having significant landscape value.*

Submissions and evidence relating to the definition of the Bells Beach hinterland are discussed in the Chapter 3.

### **(iii) Discussion**

There have been a number of assessments and reports that have considered the landscape values of the Bells Beach area and ‘hinterland’ in some way or another. Council suggested a number of times in submissions that Bells Beach is of both national and international significance because of its surfing status on the World Surfing Titles circuit. The Panel acknowledges that the Bells Beach Reserve is also a listed heritage place under the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* as it is part of the broader nationally heritage listed ‘Great Ocean Road and Scenic Environs’ listing. Part A of Councils submission outlines this.

The intent of Clause 21.06 is to provide local content to support Clause 12 (Environmental and Landscape Values) of the SPPF. The objectives within the clause relate to protection and enhancement of landscape values of the rural precincts described in the clause, including from urban intrusion and to provide a clear distinction between townships. The Panel accepts Mr Gray’s point that there is some focus in the changes proposed on land use rather than just on landscape values but considers that this is appropriate in protecting the landscape values.

The Panel understands the areas of complexity and potential ambiguity which Mr Tobin submits may be introduced into the scheme by the proposed amendments to Clause 21.06. It agrees with Mr Tobin that it is not the role of policy to do the work more appropriately found in zone controls. The Panel understands the Council’s desire to strengthen controls including local policy and therefore understands the wish to strengthen this policy. The Panel does not accept that this policy does the work of a control. It uses the strongest possible policy language such as the word ‘oppose’. The Panel does not accept this is necessarily tantamount to prohibiting a use which is the role of a zone control. It does however, go close.

The Panel accepts Mr Tobin’s point that the strategy under Objective 3 which is quoted above and which commences *“Oppose any proposal or rezoning”* is potentially in conflict with strategies under Objective 1 and considers that it should be slightly reworded to ensure greater consistency.

The Panel does not agree that reference to a buyback scheme under Objective 4 in Clause 21.06 should be deleted as part of this Amendment. This was not part of the exhibited Amendment. Having said that the Panel is of the view that the reference is effectively benign in the current and foreseeable State and local fiscal context and consideration could be given to its retention in the context of the next review of the Surf Coast Planning Scheme.

**(iv) Conclusions**

The Panel concludes that:

- the proposed changes to the wording of objectives and strategies is broadly appropriate
- the strategy at dot point 4 under Objective 3 should be rewritten to ensure consistency with the strategies under Objective 1, to ensure appropriate development is permitted and which may be achieved by adding the word 'significant' before the word intensification
- the language used is appropriate for a policy which aims to protect landscape and environmental values
- that the policy changes proposed do not 'do the work' more appropriately undertaken through zone and overlay controls
- that the objective relating to the land buyback scheme should not be deleted at this time.

**4.5 Proposed changes to Clause 22.04 Coastal Development Policy**

**(i) The issue**

It is proposed to amend Clause 22.04 *Coastal Development Policy* to strengthen the protection of the areas of natural beauty covered by the policy. The policy seeks to protect and enhance environmental and landscape values, native vegetation, viewsheds, and to limit impacts on a variety of landscape elements. Whether the proposed changes to the provisions are appropriate is the issue addressed in this section. It is proposed to rename the policy, *Scenic Landscapes and Environmental Assets Policy* in keeping with its non-urban focus and enhanced role in protecting rural landscapes and environmental assets.

It is proposed that the policy be applicable to areas where the VPO1 applies, in addition to its current application to land in the Rural Conservation Zone or where the SLO1 applies.

**(ii) Submissions**

Council submitted that the Amendment modifies Clause 22.04 Coastal Development Policy through removing redundant sections of the policy. The Amendment provides clearer guidance in relation to the siting of buildings within sensitive landscapes and the management of environmental assets. The *Coastal Development Policy* currently applies to land in the Rural Conservation Zone or subject to the SLO1 (some sites may be covered by both).

Council submitted that the purpose of the policy hasn't changed greatly but it has been updated to incorporate the recommendations from the *Surf Coast Planning Scheme Review Report* (2014). This review suggested that the policy no longer apply in urban areas and therefore should be reworked to focus on the land and specific values where it does apply,

that is the non-urban areas of the municipality. Land with the highest sensitivity is subject to the SLO1 and land of lesser landscape significance is in the Rural Conservation Zone (without the SLO1) or is subject to the VPO1. The Amendment extends the coverage of the policy to cover land subject to the VPO1 in coastal areas. Council stated in their Part A submission, *“the siting of a building is a critical consideration on land of high landscape significance and the policy seeks to ensure the discreet placement of development within the landscape”*.

Mr Gray submitted (for submitter 20) that the proposed changes to Clause 22.04 are not a proper use of planning tools. He stated that the purpose of the VPO is not to protect, maintain and enhance landscape values which is what the change will do and that the application of Clause 22.04 *“provides policy guidance and an exercise of discretion focused on landscape issues, into decision making which should be based on ecological and vegetation issues. The two issues are not the same; they have different objectives, and focus on different elements.”*

Mr Iser (representing submitter 1) submitted that the proposed word changes to the policy of ‘encourage’ development that is ‘subservient’ to the landscape are uncertain terms that will lead to misinterpretations.

Mr Gray made submissions for Dovali Pty Ltd located at 105 Strathmore Drive. He submitted that Clause 22.04 be amended by deleting the reference to the VPO in the introduction to the clause and that the application of Clause 22.04 to the subject land is not warranted or justified.

### **(iii) Discussion**

The proposed changes to Clause 22.04 are about strengthening local coastal policy and the Panel appreciates the issues of competing policies and the subsequent issues that arise from this. The Panel supports the proposed changes put forward by Council and notes that although there are submissions from some landowners objecting to these changes, there are a number of submissions supporting the Amendment, a number of which call for more stringent protection and controls.

The Panel disagrees with Mr Gray that Clause 22.04 only focuses on landscape values; the policy also notes other environmental assets including remnant vegetation. For this reason, the Panel agrees that it is appropriate for the policy to apply to areas where the VPO1 is applied.

With respect to the amended Clause 22.04 resulting in a range of policy initiatives not applicable to submitter 20’s property at 185 Bones Road, the Panel notes that inevitably there will be aspects of any policy not relevant to a particular property. This simply means that those aspects of the policy do not apply in a particular instance and the Panel does not accept that it is an argument for removing the application of a broadly based policy from a particular property.

In regard to the Dovali Pty Ltd submission, the Panel understands that C96 proposes to change the site from a VPO to an Environmental Significance Overlay and therefore Clause 22.04 would no longer apply. Notwithstanding, the Panel agrees with Council that it is appropriate to include reference to the VPO in the introduction to the clause as Clause 22.04 is about protection of landscapes and environmental values, including native vegetation.



The Panel considers the change in the name of the policy to be appropriate to the revised focus of the policy.

**(iv) Conclusions**

The Panel concludes that:

- the changed focus and name of Clause 22.04 is appropriate
- the application of Clause 22.04 to properties where the VPO1 is applied is appropriate
- the strengthened wording of Clause 22.04 is appropriate.

**4.6 Other proposed policy and overlay changes**

**(i) The issue**

It is proposed to make two other changes to the application of overlays and policies as follows:

- Amend Clause 21.03 *Environmental Management* to include reference to the SLO1 applying to significant vegetation and habitat
- Delete Schedule 2 to the Vegetation Protection Overlay Schedule 2 from 695 and 745 Great Ocean Road, Anglesea and 887 Great Ocean Road, Aireys Inlet and apply the Significant Landscape Overlay Schedule 1 to those properties.

The issue addressed in this section is whether these proposed changes are appropriate.

**(ii) Submissions**

The following text is proposed to be inserted into Clause 21.03 (Environmental Management):

*Applying a Significant Landscape Overlay to the Great Ocean Road, Bells Beach and Point Addis hinterlands to protect significant native vegetation and habitat in areas that are also of high landscape significance.*

The proposed changes do not alter the intent of the SLO1. Council suggest the changes are required to adjust to the planning scheme which has evolved over time as the significance of the vegetation covering the land covered by the SLO1 is currently missing from Clause 21.03.

There were no submissions on changes to Clause 21.03, other than of general support.

Council submitted that the following matters raised through submissions are supported by Council and are considered appropriate for inclusion in the Amendment post exhibition:

- *Amended wording within Clause 21.04 'Tourism Strategy' to expand on Clause 21.04-2 'Tourist development'. Additional wording is supported on the grounds that policy at Clause 21.04 'Tourism strategy' and Clause 21.06 'Rural landscape' should be aligned. Clause 21.06 through Amendment C121 outlines local policy direction for tourist establishments within the Bells Beach viewshed and Point Addis, the inclusion of similar wording through the 'Tourism Strategy' is supported.*
- *Removal of land not covered by the SLO1 from 'Map 1 – Bells Beach viewshed locations' is supported on the grounds that inclusion of this land could lead to confusion at the implementation stage.*

**(iii) Discussion and conclusions**

The Panel concludes that the changes above are largely uncontentious and are in line with Council's aim of strengthening and tidy up of its landscape and coastal policies and recommends they be supported. In drawing this conclusion, the Panel is aware that the change to Clause 21.04 has not been exhibited but believes that the intent of policy is clear in the exhibited Clause 21.06.

The Panel concludes that the first strategy under Clause 21.04-2 should be amended to read:

- Locate high profile, high volume tourism development in appropriate urban areas where their impacts and infrastructure requirements can best be accommodated.
- Beyond settlement boundaries avoid tourism and other commercial facilities in land subject to the Significant Landscape Overlay Schedule 1 or where the removal of significant indigenous vegetation cannot be avoided or suitably minimised.

**4.7 Further policy review**

The Panel is cognisant that this Amendment has arisen partly driven by community concerns fed through strategic processes which underpin the Amendment. However, the resulting Amendment has suffered from some confusion mainly arising from definitions and descriptions of areas to which policies and related controls apply.

The Amendment makes a number of key changes to existing policy in the absence of any apparent thorough review of how the policies and the related zones and overlays interact to protect the Bells Beach area or indeed which parts of the Bells Beach area and its approaches are intended to be protected, why and through which planning tool. This has resulted in attempting to apply controls to some areas where the justification is at best, tenuous. Given the community interest in this area and a series of proposed developments being contested at VCAT, the Panel is of the view that a broader review of relevant policies and controls and the area of impact could be undertaken, perhaps in the context of the next review of the planning scheme.

The Panel thinks that it should be clear whether a policy applies to any particular property and that leaving this as uncertain and to be judged on a case by case basis leads to too much uncertainty.

**4.8 Recommendations**

The Panel recommends:

- 1. Delete the proposal to rezone 155, 185 Bones Road and part 81 Bones Road and 615 Great Ocean Road to the Rural Conservation Zone.**
- 2. Amend Map 1, Bells Beach viewshed locations, low – critical in Significant Landscape Overlay Schedule 1 to remove the application of the visibility analysis from areas to which the Schedule does not apply.**
- 3. Amend the fourth strategy under Objective 3 in Clause 21.06 to make it consistent with the strategies listed under Objective 1, to permit limited development of non tourism related uses where they meet other zone, overlay and policy criteria.**

- 4. Amend the first strategy in Clause 21.04-2 of the Surf Coast Planning Scheme to read:**
- **Locate high profile, high volume tourism development in appropriate urban areas where their impacts and infrastructure requirements can best be accommodated.**
  - **Beyond settlement boundaries avoid tourism and other commercial facilities in land subject to the Significant Landscape Overlay Schedule 1, or where the removal of significant indigenous vegetation cannot be avoided or suitably minimised**

## 5 Individual property issues

The previous chapters in this report set out the Panel's assessment of a range of policy and definitional issues but do not necessarily address all specific matters related to particular properties raised by submitters. They do however, set out discussions and conclusions relevant to individual properties. Where there are issues specific to individual properties raised in submissions which are not addressed in the preceding chapters they are addressed here. Not all submissions from properties in the Bells Beach area are referenced here as some provide broad general support for the Amendment or make submissions about changes which are not directly relevant to the exhibited Amendment and therefore the Panel does not comment on them.

### 5.1 210 Jarosite Road, Bells Beach (submission 1)

#### (i) The issue

The existing VPO1 applying to this property is proposed to be replaced by the SLO1. The owners have objected on the grounds that this limits all development on the land. Whether the application of the SLO1 is appropriate and whether it will effectively limit all development is the issue addressed here.

#### (ii) Submissions

Mr Iser for submitter 1 claimed that the proposed decision guidelines for the SLO1 are *"too uncertain to be applied in furtherance of the objective of 'fair, orderly, economic and sustainable use and development of the land'"*. Mr Iser further submitted that his client's application for a house on the subject site is currently before VCAT, the Hearing having been held and a decision pending. Mr Iser submitted that the requirement for a development to be visually recessive effectively requires development to be invisible.

This and adjoining sites have been identified for the application of the SLO1 as part of the viewshed mapping analysis.

Council responded submitting that the *"SLO1 is considered appropriate for this site due to its visual prominence within the hinterland, Coastal Reserve and Surf Coast Walk"*.

#### (iii) Discussion

The Panel's interpretation of the viewshed mapping is that this property is located near the boundary of the critical and extreme categories that is visible from three or four viewpoints. As indicated in Chapter 4.2, the Panel accepts that Council proposal to apply the SLO1 to the five properties proposed but indicated that the viewshed analysis undertaken should be supplemented by a landscape analysis when particular proposals are under consideration. This is of particular importance in the assessment of any permit application. As this property is the subject of a yet to be determined VCAT case, the Panel makes no comment on the application and it was not provided with any details. As noted in Chapter 4.2, the Panel accepts the criteria in SLO1 for a building being visually recessive. The Panel visited the subject site and viewed it from the road. The site visit to the four viewpoints was not able to determine the exact location of the subject site and no comment is made on the impact of

vegetation on views to the site. It is noted however, that from the road frontage at least the front of the site is heavily vegetated. It is noted that the application of the SLO1 does not preclude the development of the site with an appropriately sited dwelling.

**(iv) Conclusions**

The Panel concludes that:

- the application of the Significant Landscape Overlay Schedule 1 to the site is appropriate and does not prohibit appropriate development on the site.

**5.2 105 Strathmore Drive, Jan Juc (submission 3)**

**(i) The issues**

The VPO1 is applied to part of the subject site but is proposed to be replaced by the ESO1 as part of Amendment C96 which is currently in train. Clause 22.04 as modified through this Amendment will apply to the part of the site where the VPO1 applies. Whether this is appropriate is the issue addressed here.

**(ii) Submissions**

Mr Gray for Dovali Pty Ltd submitted that the site is in the urban area of Jan Juc and is partly zoned General Residential Zone and partly Low Density Residential Zone.

Council responded by submitting that it has adopted Amendment C96, and it is awaiting gazettal. In this case it considers the matter resolved and has acknowledged that it is not intended to apply Clause 22.04 to land within urban boundaries.

**(iii) Discussion**

The Panel accepts that this issue should be resolved by the gazettal of Amendment C96 and has commented in Chapter 4.6 on the sequencing of the approval of this Amendment and C96. If for some reason Amendment C96 is not approved, the Panel notes that it is not appropriate for Clause 22.04 to apply to this property as it is within urban Jan Juc.

**5.3 75 Bells Road, Bells Beach (submission 4)**

The property owner has objected to the strengthening of the controls in the Rural Conservation Zone schedule, the SLO1 and the buyback scheme. He also objects to Bells Road being considered as hinterland to Bells Beach whereas the more utilised access route of Bells Boulevard is not. Council responded saying that the strengthening of the controls is strategically justified. The Panel has discussed the controls in Chapter 4 and considers them justified. The Panel considers the definition of the hinterland which includes the subject site as acceptable. The Panel acknowledges that the most popular access route to Bells Beach is along Bells Boulevard continuing onto Bones Road but notes that this mostly passes through the Low Density Residential Zone at the periphery of urban Jan Juc.

**5.4 185 Bones Road, Bells Beach (submission 20)**

The submitter raises issues with respect to the definition of the hinterland, the basis of the Amendment and the application of the Rural Conservation Zone and the application of clauses

21.06 and 22.04. The submitter was represented at the Hearing by Mr Gray of St Quentin Consulting.

The Panel notes that it is no longer intended to pursue the rezoning of this property to Rural Conservation Zone as part of this Amendment.

The other issues raised in respect of clauses 21.06 and 22.04 on Mr Neate's behalf have been addressed in Chapter 4 and the Panel makes no further comment here.

### **5.5 Lorne hinterland (submissions 24 and 33)**

The issue addressed here is whether sufficient regard has been given to the level of protection and tourism related development in the Lorne hinterland.

Mr Sutton submitted that the application of SLO1 to parts of the Lorne hinterland is inappropriate. Both submitters stated that appropriate tourism related business should be encouraged in that hinterland.

Council has responded saying that the focus of Amendment C121 is Bells Beach and that the controls in place in the Lorne hinterland came into effect in the introduction of the new format planning schemes.

The Panel notes that the SLO1 does apply to some parts of the Lorne hinterland. However, the strengthening of the controls in the overlay are focused on Bells Beach. The Panel makes no comment on tourism development in the Lorne hinterland and the strategic work to underpin that as it is not the subject of this Amendment.

### **5.6 115 and 165 Bells Road, Bells Beach (submissions 27 and 31)**

This property is within the Bells Beach hinterland but is not subject to the SLO1. The submitter requests that the viewshed mapping only apply to areas subject to the SLO1 and other areas be removed. The submitters object to the application of VPO1 to their properties.

Council responded supporting the removal of the land from the viewshed which is not covered by SLO1 from mapping. The application of the VPO1 to the subject properties is not part of this Amendment and the Panel offers no comment.

### **5.7 130 Bells Road, Bells Beach (submission 30)**

The submitter objects to the strengthening of the Rural Landscape Policy, Clause 21.06 and strengthening of the SLO1. These issues and the submissions made by Mr Tobin on behalf of the submitter have been addressed in Chapter 4 and the Panel makes no further comment other than to say that VCAT have issued a permit for limited development on the subject site. The Panel is of the view that proposed controls will still allow for limited appropriate development and it is the Panel's understanding that this is what is intended. It is likely that there will continue to be intense community scrutiny of any development and in the context of the changes proposed that is appropriate.

## **5.8 615 Great Ocean Road, Bellbrae (submission 34)**

### **(i) The issues**

Submitter 34 raised a number of issues in respect to the rezoning of the rear part of their property to RCZ, the inclusion of their property in the Bells Beach hinterland, the strategic justification for the Amendment and the changes to Clauses 21.06 and 22.04. Issues not addressed elsewhere in this report are addressed here.

### **(ii) Evidence and submissions**

It is noted that Council submitted that it did not intend to pursue the exhibited rezoning of part of this property and the Panel makes no further comment on the merits or otherwise of the proposed rezoning of this property or others proposed.

The Panel further notes that the definition of the Bells Beach hinterland as set out in the authorised version of this Amendment, does not include the subject property.

The strategic justification of the Amendment is discussed in Chapter 3.2. In that section the Panel concluded that the strategic work undertaken does leave the way open for the Bells Beach hinterland to extend beyond the definition used in the authorised Amendment.

Submitter 34 stated that the mapping of views from the four identified viewpoints did not include any part of his property and as such there is no case for including his property in the Bells Beach hinterland. He submitted that his property is in fact located in Bellbrae, not Bells Beach.

Mr Barnes's evidence for Ms Janine Denholm and Mr David O'Brien, states:

*In short, 615 Great Ocean Road:*

- *Is not visible from any part of the Bells beach Reserve*
- *Is not within the Bells Beach Viewshed as defined by the boundaries of the Significant Landscape Overlay 1*
- *Is separated from the Bells beach Viewshed by a considerable distance and by a number of intervening ridges*
- *Is not within the Bells Beach Hinterland as described in the wording of Amendment C121.*

Submitter 34 said that because his property was not part of the Bells Beach hinterland as defined in Clause 21.06, the policy did not apply. Ms Noelker submitted that submitter 34's property is already subject to Clause 21.06 as it falls within the broader *Otway Ranges and Coast* precinct of which part is now the specifically defined Bells Beach hinterland.

### **(iii) Discussion**

Whether the Council decides to pursue a broader definition of the Bells Beach hinterland as part of a process at some later date is not a matter for the Panel to comment on. The Panel understands the Council's wish to protect the landscape values of key access routes to Bells Beach. It does appear that submitter 34's property is located in Bellbrae, but there is no doubt in the Panel's mind that the frontages of the property to both Addiscott Road and Bones Road form part of the sensitive landscape approach to Bells Beach, albeit not the most popular of

the approaches. However, it is clear to the Panel that there are significant parts of Mr O'Brien's property for which little evidence seems to exist to regard it as either visible from key viewpoints or in any other way sensitive parts of the Bells Beach hinterland or the approaches to Bells Beach. The Panel had an opportunity to view parts of the property during one of its site visits.

The Panel acknowledges that submitter 34's property is within the *Otway Ranges and Coast* precinct referred to by Ms Noelker, and as such Clause 21.06 is relevant, but notes that as the property is not within the defined Bells Beach hinterland it does not appear that it is necessarily subject to the strengthened strategies under Objective 1 in Clause 21.06 which directly reference the Bells Beach hinterland.

**(iv) Conclusions**

The Panel concludes that:

- the Addiscott Road and Bones Road frontages to the submitters' property do comprise part of an access route to Bells Beach
- substantial parts of the submitters' property appear to bear little relationship to Bells Beach or its hinterland.

**5.9 145 and 81 Bones Road, Bells Beach**

The owner of these properties made submissions about both his own property and some adjoining properties. He outlined to the Panel his long association with the property and his stewardship of it. He submitted that he be allowed to subdivide off 10 per cent of his property both to allow him to more effectively manage the property and for estate planning reasons. The Panel is not able to comment on the subdivision proposal.

**5.10 140 Bells Road, Bells Beach (submission 35)**

**(i) The issues**

The issues addressed in this section are impacts on properties bordering the area to which the SLO1 applies and the overall impacts of the policy changes on this property.

**(ii) Submissions**

Submitter 35 conceded that their property is within the hinterland but that it is not in the viewshed. The submitters' main concern is that they will not be able to use their property in the way in which they wish. They submitted that they are more than one kilometre from the Bells Beach car park and that because of existing vegetation are not visible from it.

**(iii) Discussion**

The Panel addressed the impact of the policy changes in Chapter 4 and conclusions drawn are applicable here. If a future application is made in respect of this and similar properties, the effect of intervening vegetation should be taken into account. The Panel notes that it has not been able to clearly identify the location of this property on mapping available to it and assumes that the submitters are correct in claiming that their property is outside the area to



which SLO1 applies. Council submitted that there is strong community support for strengthening of controls.

#### **5.11 175 Jarosite Road, Bells Beach (submission 38)**

##### **(i) The issues**

The key issues addressed here are the strengthening of controls and changing already strong wording to absolute wording.

##### **(ii) Submissions**

The submitters property is in the Rural Conservation Zone and the SLO1 applies. The submitter is concerned about the increased restrictions on tourism and other commercial activities and the increasing use of strong wording being changed to absolute wording. The submitters are concerned that areas identified in the viewshed analysis are incorrect because existing vegetation obscures views.

##### **(iii) Discussion**

The Panel addressed the issue of changes to policy and the zone and overlay schedules in Chapter 4. The use of what the submitter calls 'absolute language' in zones is supported and that is the role of that form of planning control. The Panel finds the language in the policies broadly appropriate in this situation. Certain uses are allowed under policy and zone controls as long as condition are met. If a future application is made in respect of this and similar properties the effect of intervening vegetation should be taken into account.

## Appendix A Submitters to the Amendment

No.	Submitter
1	Mr Anthony Gardiakos and Ms Paula Chick
2	Transport for Victoria
3	St Quentin Consulting for Dovali Pty Ltd
4	Mr Don Smith
5	Mr Allan Toole
6	Ms Jane Rafe and Mr Dave Kelman
7	Mr Joe Annetts
8	Ms Robyn Moore
9	Mr Mike O'Donoghue
10	Mr Grant Oyston
11	Ms Cristina Oyston
12	Ms Corrine McKenzie
13	Ms Rosalind Boyd
14	Ms Beverley flutter
15	Ms Eve Mahlab
16	Mr Ian Smith
17	Ms Megan Garland
18	Ms Ruth Brown
19	Surfer Appreciating the Natural Environment
20	St Quentin Consulting for Mr Paul Neate
21	Mr Andrew Remington
22	Ms Ruth Smith
23	Ms Angel
24	Mr St John Sutton
25	Mr Peter Carruthers
26	Mr Charles Brooks
27	Ms Olivia Callahan
28	Mr Andrew Cherubin
29	Ms Kerry Drever
30	App Corporation
31	Irene Brackin

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32	Corangamite Catchment Management Authority
33	Mr Chris and Ms Carol Tutungi
34	Mr David O'Brien and Ms Janine Denholm
35	Mr Rod and Mrs Chris Barr
36	Surfrider Foundation
37	Mr Rich Bennett
38	Mr Andrew Schudmak
39	Xena, Adrian, kids and friends
40	Mr Ben Hergoff
41	Mr Phillip and Ms Susan Schudmak
42	Mr Bernard Mace
43	N Smith

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## Appendix B Document list

No.	Date	Description	Tabled by
1	1/11/17	Surf Coast Shire Part B submissions	Ms Noelker, Strategic Planner, Surf Coast Shire Council
2	1/11/17	VCAT Ref. P1309/2017 – Submissions for Surf Coast Shire Council (16 October 2017 Harwood Andrews)	Ms Noelker
3	1/11/17	SCS presentation overheads	Ms Noelker
4	1/11/17	Black and white aerial of Amendment area	Ms Noelker
5	1/11/17	Surf Coast Shire version of exhibited clause 26-01	Ms Noelker
6	1/11/17	DELWP authorised version (page 3 of 6)	Ms Noelker
7	1/11/17	Mr Neate submissions	Mr Gray, St Quentin Consulting
8	1/11/17	Council minutes 26 April 2017	Mr Gray
9	1/11/17	Dovali Pty Ltd submissions	Mr Gray
10	1/11/17	Mr Gardiakos and Ms Chick submissions	Mr Iser, Planning & Property Partners Pty Ltd
11	2/11/17	Bells Beach Coastal Reserve Coastal Management Plan (Page 7)	Ms Noelker
12	2/11/17	Melway map with four sites from viewshed analysis	Ms Noelker
13	2/11/17	Document folder	Mr O'Brien, of Counsel representing Mr O'Brien & Ms Denholm
14	2/11/17	Mr O'Brien & Ms Denholm submissions	Mr O'Brien
15	2/11/17	Mr Stott submissions	Mr Stott
16	2/11/17	Surfrider Foundation Surf Coast Branch	Mr Noyes-Brown
17	3/11/17	Contour Plan over Mr O'Brien's land	Mr O'Brien
18	3/11/17	I & P McNaughton submissions	Mr Tobin, Harwood Andrews Lawyers
19	3/11/17	Four A3 aerials	Mr Tobin
20	3/11/17	Titles	Mr Tobin
21	3/11/17	Photographs	Mr Tobin
22	3/11/17	Online material – community interest pages	Mr Tobin

No.	Date	Description	Tabled by
23	3/11/17	130 Bells Road, Bells Beach permit application (P877/2016) various supporting documents	Mr Tobin
24	3/11/17	Correspondence between Mr O'Brien and Great Ocean Road Taskforce	Mr O'Brien
25	3/11/17	Explanatory Report (Council version)	Ms Noelker
26	3/11/17	Explanatory Report (authorised version)	Ms Noelker
27	3/11/17	Authorisation request	Ms Noelker
28	3/11/17	Agenda – Bells Beach hinterland planning scheme review	Ms Noelker
29	3/11/17	Authorisation letter	Ms Noelker
30	8/11/17	Council response to Mr Tobin's recommended change to the LPPF	Mr Cathcart

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**2.1 Amendment C121 - Bells Beach Hinterland Review - Adoption**

**APPENDIX 2 AMENDMENT DOCUMENTS FOR ADOPTION**

*Planning and Environment Act 1987*

## **SURF COAST SHIRE PLANNING SCHEME**

### **AMENDMENT C121**

#### **EXPLANATORY REPORT**

##### **Who is the planning authority?**

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

##### **Land affected by the Amendment**

The Amendment applies to:

- Land surrounding the Bells Beach Coastal Reserve, zoned Rural Conservation Zone, Low Density Residential Zone and Farming Zone (visible from Bells Boulevard and bounded by Bones, Jarosite, Addiscott and Bells Beach Road) – refer figure 1.
- All land covered by the Significant Landscape Overlay Schedule 1 (Lorne hinterland to Jan Juc - mostly covers large parcels of land outside coastal settlements).
- All land covered by the Vegetation Protection Overlay Schedule 1 in coastal areas (Bells Beach, Point Addis and surrounding Anglesea).
- Land at 205 Bones Road, 220, 210, 200 and 180 Jarosite Road, Bells Beach covered by the Vegetation Protection Overlay Schedule 1.
- Land at 887, 745 and 695 Great Ocean Road, Anglesea covered by the Vegetation Protection Overlay Schedule 2.
- Land subject to the Clause 22.04 'Coastal Development Policy' (Lorne hinterland to Bells Beach - covers land outside coastal settlements).



Figure 1: Map of Bells Beach hinterland

### **What the amendment does**

The Amendment modifies planning policy, zone and overlays provisions applying to the Bells Beach hinterland to better recognise the important landscape, environmental and cultural role of Bells Beach.

The Amendment also makes changes to broader policy and controls relating to land impacted by the Coastal Development Policy and the Significant Landscape Overlay Schedule 1 in proximity to the Great Ocean Road.

Specifically, the Amendment makes the following changes:

- Amends Clause 21.03 'Environmental Management', to include reference to the Significant Landscape Overlay (SLO1) applying to significant vegetation and habitat.
- Amends Clause 21.04 'Tourism', to provide guidance on tourism development in the Bells Beach hinterland.
- Amends Clause 21.06 'Rural Landscape', to define the Bells Beach hinterland, strengthens reference to the scenic, environmental and cultural values of the Bells Beach hinterland and details the expectations for development in the hinterland area.
- Amends Clause 22.04 'Coastal Development Policy', to strengthen reference to the scenic, environmental and cultural values of the Great Ocean Road, coastal environs and Bells Beach hinterland. The policy will focus on land beyond settlement boundaries with high scenic and environmental values and all policy information targeted towards urban development has been removed.
- Amends the Schedule to the Rural Conservation Zone to strengthen the conservation values that apply to the Bells Beach and Point Addis areas.
- Amends Schedule 1 to Clause 42.03 - Significant Landscape Overlay (SLO1), to provide clearer assessment criteria for applications in areas of international and nationally significant scenic and environmental value.
- Deletes Schedule 1 to Clause 42.02 – Vegetation Protection Overlay (VPO1) from part of 205 Bones Road and from 220, 210, 200 and 180 Jarosite Road, Bells Beach – refer attachment 1.
- Applies Schedule 1 to Clause 42.03 - Significant Landscape Overlay (SLO1) to part of 205 Bones Road and 220, 210, 200 and 180 Jarosite Road, Bells Beach - refer attachment 2.
- Deletes Schedule 2 to Clause 42.02 – Vegetation Protection Overlay (VPO2) from 695 and 745 Great Ocean Road, Anglesea and 887 Great Ocean Road, Aireys Inlet - refer attachment 3.
- Applies Schedule 1 to Clause 42.03 - Significant Landscape Overlay (SLO1) to 695 and 745 Great Ocean Road, Anglesea and 887 Great Ocean Road, Aireys Inlet - refer attachment 4.

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

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

The Amendment is required to implement the findings of the Surf Coast Planning Scheme Review Report 2014 (the Review Report) as it relates to the Bells Beach hinterland. The Review Report highlighted opportunities to improve elements of the Surf Coast Planning Scheme by strengthening reference to Bells Beach in Clause 21.06, Clause 22.04 and in relevant zones and overlays. Council supported preparation of an amendment in 2016 and supported seeking Authorisation from the Minister on 26 April 2017.

The amendment supports the recommendations of the Report of the Bells Beach Task Force October 2015 which highlighted community support for strengthening planning controls in the Bells Beach hinterland.



The Amendment alters Clause 22.04 which covers sensitive landscapes in the Bells beach hinterland and adjoining the nationally significant Great Ocean Road between Anglesea and Lorne, extending to the Shires western boundary. The amendments to this policy remove obsolete controls relating to urban areas (where it no longer applies) strengthening the focus on landscape and environmental values.

The policy attributes a hierarchy to significant coastal landscapes in the Surf Coast Shire. The most sensitive being Bells Beach and its hinterland, which is of international significance followed by the Great Ocean Road, which is of national significance.

The Bells Beach hinterland is defined as the land bounded by Bones Road, Jarosite Road and Addiscott Road however all access points to Bells Beach including Bells Boulevard, Bones Road, Jarosite Road and to a lesser degree Addiscott Road are of landscape significance. All of these routes lead to the surfing reserve and provide the important bush/rural setting that is experienced on the approach to the international site.

The amendment deletes Schedule 1 to Clause 42.02 – Vegetation Protection Overlay (VPO1) from part of 205 Bones Road and from 220, 210, 200 and 180 Jarosite Road. The VPO1 is replaced with a Significant Landscape Overlay Schedule 1 (SLO1) to ensure landscape character is considered for any development on these sites given their high visibility within the hinterland and from the coastal reserve. The VPO1 and SLO1 is retained on other vegetated sites within and abutting the hinterland to ensure the vegetated landscape character continues to be protected.

The Amendment resolves an anomaly created through Amendment C96 which will delete Schedule 2 to Clause 42.02 – Vegetation Protection Overlay (VPO2) from the Surf Coast Planning Scheme. Amendment C121 will amend the VPO map applying to three highly prominent properties located along the Great Ocean Road between Anglesea and Aireys Inlet. The Significant Landscape Overlay (SLO1) will be applied to these properties in recognition of their visual sensitivity and to replace the VPO2 which will no longer be in the planning scheme. Amendment C96 was considered by Planning Panels Victoria in April 2017 and was submitted to the Minister for Adoption on 12 October 2017.

The Amendment introduces a referral to the Secretary to the Department of Environment, Land, Water and Planning for all applications for native vegetation removal on land covered by the SLO1 in recognition of the high biodiversity values in these areas.

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

The Amendment is consistent with the objectives for planning in Victoria under Section 4 of the *Planning and Environment Act 1987* by facilitating the orderly planning and development of coastal areas in a manner that respects the character and environmental values of the area, including Bells Beach, and is responsive to current and future community needs and aspirations.

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

The Amendment provides clearer planning controls to guide use and development that respects the environmental, cultural and landscape values in the Bells Beach hinterland and on land affected by the Significant Landscape Overlay Schedule 1 along the Great Ocean Road. In doing so, the Amendment is expected to have positive environmental, social and economic effects and will result in net community benefit.

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

Some parts of the land affected by this amendment are covered by the Bushfire Management Overlay. The Amendment does not change the current Bushfire Management Overlay and is not expected to increase the risk of bushfire to lives and property as the amendment does not promote increased development in rural hinterland areas.

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

The Amendment is consistent with Ministerial Directions 7(5) (Form and Content of Planning Schemes), 11 (Strategic Assessment of Amendments) and 15 (Ministerial Timeframes).

The requirements of Ministerial Direction 11 are satisfied in this explanatory report.

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

The Amendment is consistent with the intent of the State Planning Policy Framework (SPPF) and implements of the following clauses:

Clause 11.05-5 Coastal settlement – The amendment reinforces the existing settlement boundaries around the coastal townships to prevent urban sprawl, protect coastal values and maintain areas between the settlements for non-urban use.

Clause 12.01 Biodiversity – The amendment protects and enhances the biodiversity values of land abutting the coast through improvements to the SLO1 and Coastal Development Policy in relation to significant vegetation and habitat.

Clause 12.02 Coastal areas – The amendment enhances the recognition of the key rural hinterland areas along the coast and in particular Bells Beach. The Amendment improves controls related to management of development adjacent the Great Ocean Road and the coast.

Clause 12.4 Significant environments and landscapes – The amendment improves reference to Bells Beach and its environs as an international and nationally important landscape feature.

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

The Amendment is consistent with the intent of the Municipal Strategic Framework Framework (MSS) and supports the implementation of the following clauses:

Clause 21.02 Settlement, Built Environment, Heritage and Housing – The amendment reinforces the importance of non-urban breaks between townships along the coast and recognises their landscape values.

Clause 21.03-2 Environmental Assets– The amendment improves policy, zone and overlay controls to ensure that development on and near the coast is compatible with and enhances the environmental, scenic and amenity values of the coastal environment.

Clause 21.06 Rural Landscape – The amendment acknowledges the contribution of the visual landscape qualities of the Great Ocean Road and Bells Beach environs to the natural beauty, attractiveness, liveability and amenity of the of the area and improves the existing frameworks that provide ongoing protection for these areas.

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

The Amendment makes proper use of the Victoria Planning Provisions through proposed updates to the Municipal Strategic Statement and improvements to zones and overlays.

The amendment seeks to use policy to clearly describe important features of the coast particularly Bells Beach. Clause 22.04 Coastal Development Policy requires review as it represents a policy introduced with the New Format Planning Schemes and was originally covering development in coastal towns as well as rural areas along the coast. Through township specific strategic work over time the Coastal Development Policy no longer applies within the coastal settlements. It now only applies to areas of Rural Conservation Zone and a small area of Low Density Residential Zone (in Jan Juc) affected by the Significant Landscape Overlay Schedule 1. The amendment seeks to shift operational elements from the Coastal Development Policy to the Significant Landscape Overlay Schedule 1 whilst deleting obsolete sections of the policy for a more targeted and transparent control.

The policy importantly applies to land covered by the Vegetation Protection Overlay Schedule 1 which although may not be as visually significant as land subject to the SLO1 is often located side by side and also requires sensitive consideration.

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

No formal agency views have contributed to the preparation of the amendment. Agency views will be sought through exhibition.

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

The amendment is not expected to have any impact upon the objectives, strategies and decision making principles of the Transport Integration Act 2010.

**Resource and administrative costs**

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

The amendment will not increase the resource and administrative costs of Council.

The amendment does not change existing permit triggers related for land in the Bells Beach hinterland or Significant Landscape Overlay Schedule 1 area.

**Where you may inspect this Amendment**

The amendment is available for public inspection, free of charge, during office hours at the following places: Surf Coast Shire Council, 1 Merrijig Drive, Torquay 3228.

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

**ATTACHMENT 1 - Mapping reference table**

Location	Land /Area Affected	Mapping Reference
Bells Beach	205 Bones Road, 220, 210, 200 and 180 Jarosite Road.	Surf Coast C121 Map 22VPO deletion Adoption



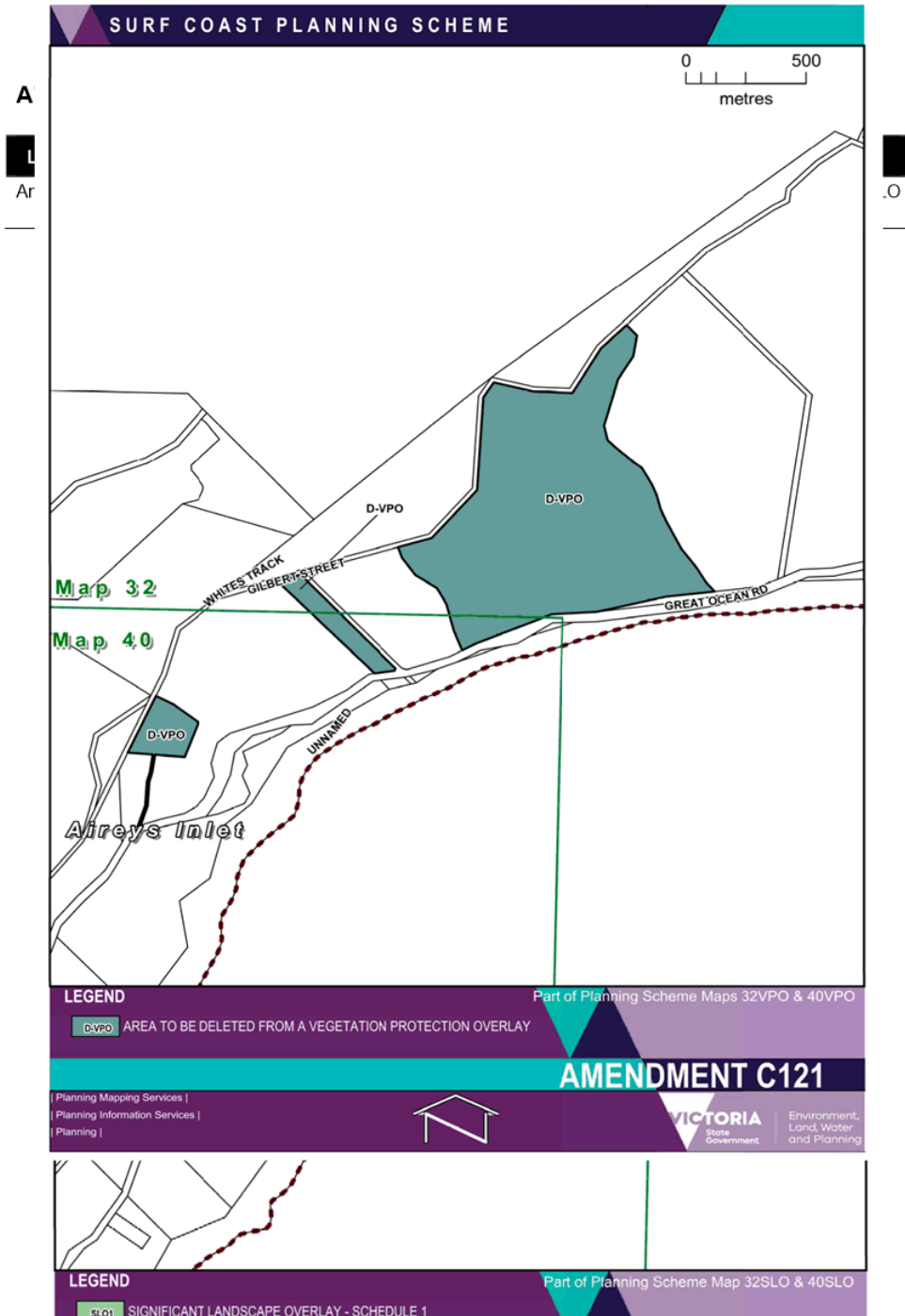
**ATTACHMENT 2 - Mapping reference table**

Location	Land /Area Affected	Mapping Reference
Bells Beach	205 Bones Road, 220, 210, 200 and 180 Jarosite Road.	Surf Coast C121 Map 22SLO Adoption



**ATTACHMENT 3 - Mapping reference table**

Location	Land /Area Affected	Mapping Reference
Anglesea	887, 745 and 695 Great Ocean Road Anglesea	Surf Coast C121 Map 32VPO and 40VPO deletion Adoption



*Planning and Environment Act 1987*

**SURF COAST PLANNING SCHEME**

**AMENDMENT C121**

**INSTRUCTION SHEET**

The planning authority for this amendment is the Surf Coast Shire Council.

The Surf Coast Planning Scheme is amended as follows:

**Planning Scheme Maps**

The Planning Scheme Maps are amended by a total of 6 map sheets:

**Overlay Maps**

1. Amend Planning scheme Map Nos. 22VPO, 22SLO, 32VPO and 40VPO in the manner shown on the 3 attached maps marked "Surf Coast Planning Scheme, Amendment C121"
2. Insert new Planning scheme Map Nos. 32SLO and 40SLO in the manner shown on the 1 attached maps marked "Surf Coast Planning Scheme, Amendment C121"

**Planning Scheme Ordinance**

The Planning Scheme Ordinance is amended as follows:

3. In Local Planning Policy Framework – replace Clause 21.03 with a new Clause 21.03 in the form of the attached document.
4. In Local Planning Policy Framework – replace Clause 21.04 with a new Clause 21.04 in the form of the attached document.
5. In Local Planning Policy Framework – replace Clause 21.06 with a new Clause 21.06 in the form of the attached document.
6. In Local Planning Policy Framework – replace Clause 22.04 with a new Clause 21.04 in the form of the attached document.
7. In Zones – Clause 35.06, replace Schedule to the Rural Conservation Zone with a new Schedule to the Rural Conservation Zone in the form of the attached document.
8. In Overlays – Clause 42.03, replace Schedule 1 with a new Schedule 1 in the form of the attached document.
9. In General Provisions – Clause 61.03, replace the schedule with a new Schedule in the form of the attached document.
10. In General Provisions – Clause 66.04, replace the schedule with a new Schedule in the form of the attached document.

End of document

SURF COAST PLANNING SCHEME

**21.03 ENVIRONMENTAL MANAGEMENT**

12/02/2015  
C102  
Proposed C121

This Clause provides local content to support Clause 12.01 (Biodiversity) and Clause 13 (Environmental risks) of the State Planning Policy Framework.

**21.03-1 Key Issues and Influences**

11/11/2010  
C49

- The loss and fragmentation of indigenous vegetation and decline in native vegetation and loss of biodiversity.
- 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.
- Wild fire risks in both urban and rural areas due to dense vegetation cover, difficult access for emergency vehicles, exposure of development at the rural/urban interface and high visitation numbers during the fire season.
- Conflict between vegetation retention and clearing to reduce the risk from wildfire.
- Impact of climate change on wild fire risk and sea level rise.
- Pest plant and animal invasion impacts on biodiversity of coastal reserves and bushland areas, landscape values and the productivity of agricultural land.

**21.03-2 Environmental Assets**

11/11/2010  
C49

**Objective**

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 to 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.
- Ensure that development on and near the coast is compatible with and enhances the environmental values, visual character and amenity of the coastal environment.
- Support a limited range of sustainable and socially equitable, coastal dependent, recreational and tourism activities that complement and promote the coast's natural and cultural values.
- Improve ecological connectivity across the landscape to link fragmented habitats and strengthen ecosystem resilience to climate change.
- Encourage the protection, maintenance and re-establishment of indigenous vegetation and the removal of environmental weeds.
- Avoid controls that inhibit the effective management of pest plants and animals.



SURF COAST PLANNING SCHEME

- Exempting the removal of environmental weeds identified in '*Environmental Weeds – Invaders of the Surf Coast (2<sup>nd</sup> Edition, 2002)*' from planning permit requirements.

**21.03-3 Environmental Risks**

11/11/2010  
C49

**Objective**

To manage the risks of environmental hazards, including wildfire, 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 wildfire.
- Adopt the principles of integrated fire management planning to achieve a balanced outcome between protection of human assets and biodiversity.
- Ensure that appropriate fire protection, safety and management measures are adopted to minimise risk to life and property at special events or developments where large numbers of people congregate.

**21.03-4 Implementation**

12/02/2015  
C102

These strategies will be implemented by:

**Using policy and the exercise of discretion**

- 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 as part of any application for a major development or rezoning. An Environmental Management Plan should include, as appropriate:
  - A description and map of all environmental assets located on and adjacent to the subject land, including habitat opportunities (or limitations).
  - An analysis of the direct and indirect impacts of the proposed use and development on local flora and fauna.
  - Measures required for the protection and on-going management of environmental assets, including opportunities for enhancement of assets and an assessment of how the proposal will meet the objectives of the *Permitted clearing of native vegetation – Biodiversity assessment guidelines* (Department of Environment and Primary Industries, September 2013).
  - Measures required to minimise the risk of wildfire, and the implications of such measures on environmental assets.
  - Provision of one or more bio-links through the land, with a strategy for connecting to bio-links off the land, to provide for native flora and fauna links.

SURF COAST PLANNING SCHEME

- A street tree planting program, including a list of species, number of plants and locations of proposed planting.
- Measures to discourage the planting of environmental weeds on any part of the land.
- Measures to reuse surplus soil resulting from subdivision construction works for landscaping within new estates.
- Water sensitive urban design features and best practice stormwater management initiatives.
- 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 20m<sup>2</sup> 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.

**Applying zones and overlays**

- Applying an Environmental Significance Overlay to the coastal settlements of Anglesea and Aireys Inlet to Eastern View to protect the significant ecological vegetation classes that exist in these towns.
- Applying a Vegetation Protection Overlay to protect significant native vegetation.
- [Applying a Significant Landscape Overlay to the Great Ocean Road, Bells Beach and Point Addis hinterlands to protect significant native vegetation and habitat in areas that are also of high landscape significance.](#)
- 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 and primary salinity assets with environmental values.
- Applying a Bushfire Management Overlay to areas where bushfire is a significant risk.

**Undertaking further strategic work**

- Investigating the preferred buffer width for protection of rivers and streams in the Surf Coast Shire having regard to their environmental values and drainage functions.
- Investigating the appropriate protection of the environmental values of the Anglesea River, Moggs Creek, Erskine River, St George River and Cumberland River estuaries.
- Reviewing in partnership with the Corangamite CMA the application of the Flood Overlay and Land Subject to Inundation Overlay based on new digital elevation data.
- Reviewing the application of the Environmental Significance Overlay and Vegetation Protection Overlay upon completion of updated biodiversity mapping and investigation of the Shire’s environmental assets.

SURF COAST PLANNING SCHEME

**Other actions**

- Working with the Country Fire Authority to continually improve the effectiveness of the Bushfire Management Overlay.
- Working with the Corangamite CMA and Department of Environment and Primary Industries to investigate the implementation of the Erosion Management Overlay and appropriate overlays to address coastal acid sulphate soils.
- Continuing investigation of opportunities for the reuse of water, both in the public and private realm, in conjunction with relevant State and Regional Authorities.

**21.03-5**

11/11/2010  
C49

**Reference Documents**

*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)*

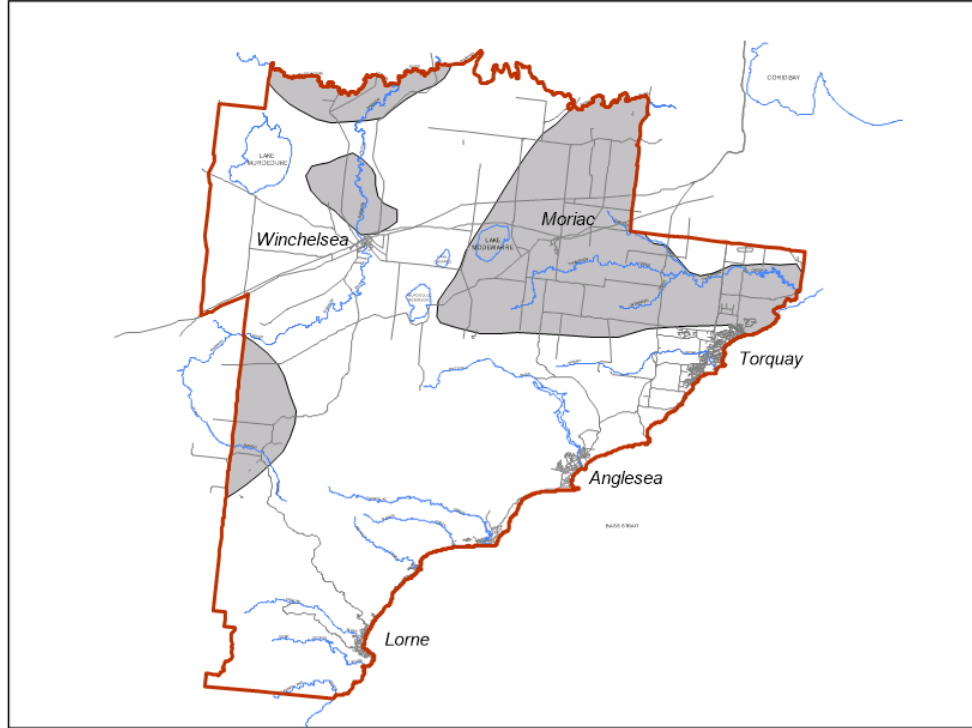
*Environmental Weeds – Invaders of our Surf Coast (2nd Edition, 2002)*

*Remnant Roadside Vegetation of the Surf Coast Shire (1997)*

*Rural Environment Study – Report on Environmental Resources (1996)*

SURF COAST PLANNING SCHEME

Map 1 to clause 21.03: Areas of potential salinity impacts



SURF COAST PLANNING SCHEME

**21.04 TOURISM**

11/11/2010  
C49  
Proposed C121

This Clause provides local content to support Clause 17.03 (Tourism) of the State Planning Policy Framework.

**21.04-1 Key Issues and Influences**

11/11/2010  
C49

- The tourism industry is underpinned by the coastal location, environmental values and scenic qualities of the Surf Coast.
- Tourism benefits the community by injecting money into the local economy, providing jobs, improving facilities, creating opportunities for business and stimulating improved transport services.
- The focus of tourism is broadening as tourist developments seek to capitalise on the environmental and landscape values of the rural hinterland for nature and farm based tourism, while providing opportunities for the diversification of struggling rural enterprises.
- The Great Otway National Park presents opportunities for the development of nature and adventure based activities, focussed around a diversity of passive and active recreational options for visitors.
- The benefits of tourism needs to be balanced against the potential negative impacts, including:
  - impacts on local communities through loss of amenity, overtaking of services, pressure on infrastructure (water supply, wastewater treatment, waste disposal, roads, car parking) and environmental damage;
  - pressure for higher density and larger scale urban tourist development, which can compromise the low scale and vegetated character of the coastal townships; and
  - pressure for tourism development in rural and environmentally sensitive locations along the coast and in the rural hinterland, which has potential to compromise the natural environment, landscape values and agricultural activities.
- Uneven concentration of tourist visitations that rely on peak holiday periods, day trips and the coast.
- Hospitality and tourism providers struggle to fill job vacancies and house employees, especially during peak periods.
- Increasing traffic volumes on the Great Ocean Road is resulting in congestion, traffic hazards and emergency response difficulties.
- Caravan parks provide a major component of affordable visitor accommodation in the Shire, however privately owned caravan parks are facing uncertain futures due to financial and development pressures.

**21.04-2 Tourist development**

11/11/2010  
C49  
Proposed C121

**Objective**

To enhance and expand the tourism industry, whilst protecting the environmental, landscape and cultural values of the Shire and the lifestyle of its residents.

**Strategies**

SURF COAST PLANNING SCHEME

- Locate high profile, high volume tourism development in appropriate urban areas where their impacts and infrastructure requirements can best be accommodated.
- Beyond settlement boundaries avoid tourism and other commercial facilities in land subject to the Significant Landscape Overlay Schedule 1, or where the removal of significant indigenous vegetation cannot be avoided or suitably minimised.
- Limit non-agricultural based tourism development to the Lorne coastal hinterland and other selected rural areas. Such developments to be small scale, nature and adventure based tourist activities and accommodation that are compatible with natural processes.
- Encourage agriculture based tourism development in the rural hinterland to assist in diversification of the rural economy. Such development to be small scale and in character with the immediate rural/agricultural environment
- Ensure new tourism development uses high quality, low intensity, unobtrusive, site responsive buildings and works based on ecologically sustainable design principles.
- Encourage use and development that will increase visitor length of stay and increase visitor numbers in the off-peak period.
- Facilitate the provision of appropriate infrastructure to support the tourism industry.
- Encourage the development of a diverse range of quality tourist accommodation and facilities to meet changing visitor needs.
- Consider provision of caravan parks in appropriately located areas to provide for affordable visitor accommodation.

**21.04-3 Implementation**

11/11/2010  
C49

The strategies will be implemented by:

**Using policy and the exercise of discretion**

- When deciding on applications for tourist developments in a non-urban zone, consider:
  - Tourism development in the farming areas of the Shire should generally be of a small scale that does not compromise the agricultural use of the land.
  - Tourism development should be of a nature, designed and sited to avoid conflict with existing rural uses, preserve the rural landscapes and environmental values, avoid loss of high quality agricultural land, and be within proximity of existing townships.
  - Tourism development should enhance the environmental condition of the land through protection and re-establishment of native vegetation and control of pest plants and animals, erosion, salinity, stormwater and nutrient runoff. This should be demonstrated through the development and implementation of a management plan.
- Discourage tourism development from locating in prime farming areas, particularly in areas with an open rural landscape.

**Applying zones and overlays**

- Applying a Special Use Zone to land within urban townships specifically suitable for more intensive tourism development.
- Applying a Design and Development Overlay to enhance the design and built form of tourist precincts.

**Undertaking further strategic work**

- Investigating the development of sustainable design guidelines for tourist developments in rural areas.

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**Other actions**

- Investigating with DPCD options for broadening the scope for limited tourism opportunities in the Rural Conservation Zone that support environmental outcomes on the land.

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**21.06**

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**RURAL LANDSCAPE**

This Clause provides local content to support Clause 12 (Environmental and landscape values) of the State Planning Policy Framework.

**21.06-1**

12/09/2013  
C68(Part 1)

**Key Issues and Influences**

- Landscape character is the interplay of geology, topography, vegetation, water bodies and other natural features, combined with the effects of land use and built development, which makes one landscape different from another.
- The physical landscapes of the Surf Coast Shire make an important contribution to the amenity of the Surf Coast, enhancing the lifestyle of residents and adding value to the tourism economy.
- As the cost of coastal land continues to rise development pressure in rural areas increases and is often associated with tourism activity, hobby farming or infrastructure development.
- Ensuring that new land use and development is complementary to the highly valued rural landscapes is important for economic and social reasons.
- Understanding the values of the different rural landscapes is necessary to appropriately manage future use and development.

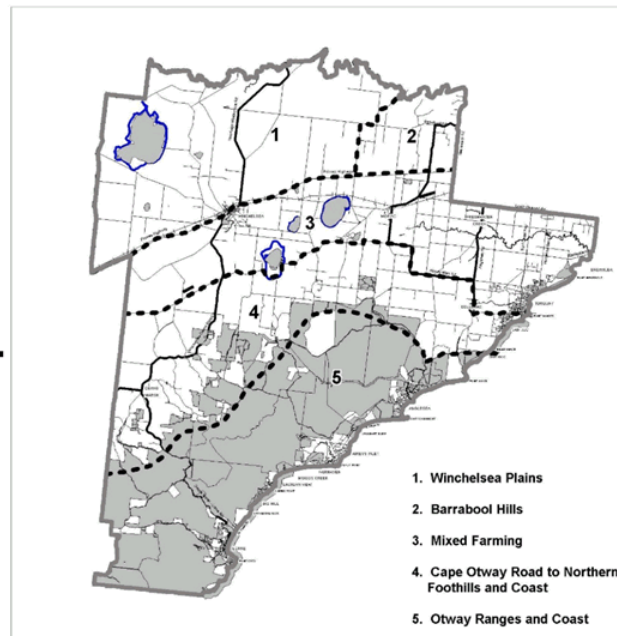
**21.06-2**

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**Rural Landscape Precincts**

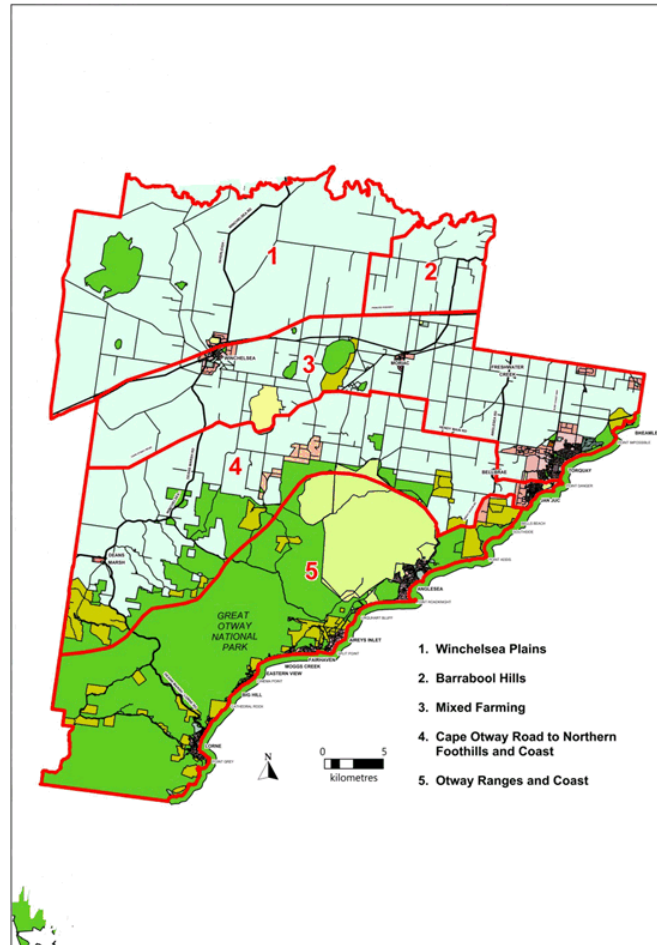
The rural areas of the Shire have been categorised into five landscape precincts based primarily on landscape features, but also taking into account land use, agricultural quality, tenement/allotment patterns and environmental values (refer to Map 1 to Clause 21.06).

**Map 1 to Clause 21.06 – Landscape Units**





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- Winchelsea Plains – characterised by generally flat topography, with the Barwon River valley bisecting the flat plains. The RAMSAR listed Lake Murdeduke is the dominant feature to the west, with international significance for wading birds, while to the east the landscape becomes more undulating gently rising to the volcanic cone of Mt Pollock. The current settlement pattern allotment and tenement sizes, and the agricultural capability of the precinct are conducive to agriculture, and this is reflected in the continuing use of the land for broadacre farming and the growing intensive animal husbandry industry of pig and poultry production. Rural living development is very limited in this precinct.

Farm houses and outbuildings are scattered throughout the pastoral landscape and long distance views to the low horizon are available throughout the precinct. The majority of the original native vegetation has been removed, and what remains (particularly of the native grasses) has high environmental value. Similarly, the remaining wetlands and riparian vegetation have high ecological value for the habitat they provide to native wildlife and migratory birds.

- Barrabool Hills – a distinctive upland ridge that slopes steeply down to the Barwon River on the northern side and more gently southward to the Princes Highway. This

SURF COAST PLANNING SCHEME

scenic corner of the municipality features Mount Moriac, the highest relief in the Shire north of the Princes Highway. The Hills, comprising this precinct and west to Mt Pollock (in the Western Plains precinct) is classified by the National Trust of Australia as significant at a regional level for its aesthetic qualities, geological and geomorphological properties and association with indigenous peoples. Aboriginal Affairs Victoria has listed numerous sites in the Barrabool Hills. It is also recorded as having historical importance at a local level, with twelve sites covered by the Heritage Overlay. The Hills offer extensive views of the surrounding pastoral landscape and have been depicted in many well known paintings of early Victorian landscapes.

The current allotment and tenement sizes are conducive to agriculture and much land is still used for broadacre farming. The topography, agricultural capability and its strategic location near the major market of Geelong provide opportunities for more intensive horticultural production, subject to the availability of water. The settlement pattern of the area is relatively sparse with smaller lots concentrated in pockets along a few roads.

- Mixed Farming – takes in a band of predominantly undulating, cleared pastoral land bisected by the Barwon River in the west and Thompsons Creek in the east, ending in low, environmentally significant, open swamp behind coastal dunes at Breamlea. The eastern saltmarsh area has a strong sense of isolation and openness, In the west the allotment and tenement sizes are conducive to agriculture, particularly broadacre farming. In the east the potential exists for sustaining an irrigated agricultural industry should recycled water become available.

The settlement pattern is scattered and varies in density. The precinct includes the rural settlement of Freshwater Creek and the rural residential hamlets of Lower Duneed and Connewarre in the east. The township of Moriac is centrally located in the precinct and land to the west is sparsely settled.

- Cape Otway Road to the Northern Foothills and Coast – visually attractive undulating landscape of open farm land, framed by dense bushland. It extends from the steepening valleys and foothills of the northern slopes of the Otway Ranges in the west, through the lifestyle bush blocks of Wensleydale and Gherang to the semi-pastoral hills of [Bells Beach](#) [Bellbrae to the urban edge of Jan Juc](#) in the east. The gently rolling hills, with some incised creeks and gullies, and pockets of remnant vegetation contribute to a sheltered, enclosed landscape. Buildings tend to be located away from roads, often in valleys or among trees. [Bells Beach is listed on the Victorian Heritage Register for its cultural and aesthetic heritage values.](#)

While the main land use in the precinct ~~in is~~ farming, it occurs predominantly for lifestyle purposes. Dairying, particularly concentrated around Deans Marsh, has declined and timber, grass seed production, vines and olive groves are emerging. There are a number of rural tourism businesses primarily around Deans Marsh and Bellbrae. The landscape and environmental values of this precinct are the primary reasons for its attractiveness for tourist and lifestyle use and development.

- Otway Ranges and Coast – comprises substantial tracts of dense forest in hilly terrain edged with exposed areas of low coastal heath. This precinct is dominated by the Great Otway National Park. The Great Ocean Road hugs the coastline offering dramatic coastal views and is an important domestic and international visitor tourist destination. The townships, settlements and nearby hinterland of the Great Ocean Road are also popular tourist destinations. By its nature the precinct is also one of the most fire prone areas within the State of Victoria.

[Bells Beach forms the north eastern boundary of this precinct and is listed on the Victorian Heritage Register for its surfing, cultural and aesthetic heritage values. The scenic landscape value of the Bells Beach Surfing Recreation Reserve and surrounds derives from the coming together of the pastoral landscape and seascape and from the relative absence of built structures visible beyond the Torquay/Jan Juc settlement boundary. The hinterland to Bells Beach \(bounded by Bones Road, Addiscot Road,](#)

SURF COAST PLANNING SCHEME

Bells Beach Road and Jarosite Road) provides an important rural and bush setting on route to the Bells Beach Reserve.

The adjacent area of Point Addis, located on the southern side of the Great Ocean Road is bounded by the Great Otway National and includes the remote and scenically dramatic Point Addis beach. Both areas provide stunning coastal views with rugged cliffs, coastal vegetation, sandy beaches, rocky reefs and world renowned surf breaks.

The settlements of Anglesea to Eastern View sit within fragile heathlands and open dry woodlands meaning that any development between townships is highly visible along the coast. In contrast the Lorne hinterland is characterised by dense, tall forest where there may be potential for some small scale tourist accommodation but will be limited by bushfire risk, environmental values and physical site constraints.

**21.06-3 Landscape Outcomes**

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**Objective 1**

To protect and enhance the landscape values of the rural precincts as described in Clause 21.06-2 above.

**Strategies**

- Encourage the siting and design of new buildings to complement existing farm structures, avoid locating on hilltops and ridges and to nestle into the landscape where possible.
- Promote indigenous revegetation around buildings and structures, wetlands and along waterways to assist blending new development with the surrounding landscape.
- Ensure new buildings are sited and designed in the Barrabool Hills to foster the historic rural landscape qualities of the area.
- Ensure tourism facilities are limited in their intensity and scale to avoid adverse visual impact on the natural environment and rural landscape and to retain the marketing characteristics of low key, eco-based tourist values.
- Direct tourism and other commercial facilities to land within settlement boundaries or in locations with easy access to existing infrastructure. Beyond settlement boundaries, avoid these uses in land subject to the Significant Landscape Overlay Schedule 1 or where the removal of indigenous vegetation cannot be avoided or suitably minimised.
- Manage development in Nationally and Internationally significant areas to ensure landscape, native vegetation and natural features remain visually dominant over the built environment. These areas include the Bells Beach hinterland (bounded by Bones Road, Addiscott Road, Bells Road and Jarosite Road) and other land zoned Rural Conservation Zone that is subject to either the Significant Landscape Overlay Schedule 1 or the Vegetation Protection Overlay Schedule 1.
- Strongly discourage development on land that is visually recessive within the viewshed of the coastal side of the Great Ocean Road between Anglesea and the Shire's western boundary identified by the Significant Landscape Overlay Schedule 1 and Design and development Overlay Schedule 11.
- and in particular avoid development that is not visually recessive within the viewshed of the Bells Beach Surfing Recreation Reserve identified by the Significant Landscape Overlay Schedule 1.

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**Objective 2**

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

**Strategies**

- Encourage new development, including intensive animal industries and dwellings, to adopt a clustered development pattern rather than being dispersed throughout the landscape.
- Discourage the subdivision of land below the minimum lot sizes specified in the schedules to the rural zones.

**Objective 3**

To protect the rural landscape from urban intrusion and to provide clear distinction between townships.

**Strategies**

- Discourage any proposal to use, rezone or subdivide land for rural residential or urban residential development.
- Discourage uses not associated with an agricultural activity in any rural area outside the Rural Activity Zone.
- Maintain clear, non urban breaks between Geelong and Torquay and between the coastal settlements.
- Oppose [any rezoning proposals that would allow more intensive development further subdivision in the around Bells Beach hinterland](#) and Point Addis.

**Objective 4**

To recognise the importance of maintaining the visual landscape qualities of the Great Ocean Road [and Bells Beach](#) environs both for residents and visitors to the coast.

**Strategies**

- Protect the visual prominence of the Great Ocean Road and significant public viewing points along the Otway Coast and Ranges.
- Support the concept of a buy-back scheme for private land with significant environmental value along the Great Ocean Road and in prime tourist locations along the coast.
- Oppose intensification of development and subdivision of large freehold coastal properties between Aireys Inlet and the Shire boundary [west of Lorne](#), due to their high visual exposure, steep slopes and limited access.
- Oppose subdivision and [intensive](#) tourist development in the Mt Sabine area, [Bells Beach viewshed and Point Addishinterland](#).

**21.06-4 Implementation**

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The strategies will be implemented by:

**Using policy and the exercise of discretion**

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- Development that is likely to detrimentally affect the scenic landscape, environmental and cultural values of land within the Bells Beach hinterland will not be supported.
- Require a minimum 20 metre wide native vegetation landscape buffer as a condition of any planning permit for timber production along any Category 1 or Category 2 road or any other tourist road.
- In considering any application for a non-agricultural land use and/or development apply the following development principles:
  - Buildings should be of modest scale and nestle into the landscape;
  - Buildings should be subservient to the landscape so as not to detract from its visual qualities;
  - Proposals should include net gain environmental outcomes; and
  - Development should be self-sufficient in the provision of infrastructure and associated costs.

**Applying zones and overlays**

- Applying a Significant Landscape [and Design and Development](#) Overlay to areas with high scenic landscape value to protect the visual amenity of these landscapes, including the Great Ocean Road corridor, [Bells Beach and Point Addis](#).
- Applying permit triggers in the schedules to the rural zones for buildings within road setback areas to minimise the visual impact of development along main and tourist access roads.
- Applying the permit trigger in the schedules to the rural zones for timber production.

**Undertaking further strategic work**

- Investigating the preparation of siting and design guidelines for buildings and farm structures within the rural precincts and determining the level of status to give to such guidelines.
- Investigating the need for further protection of the landscape qualities of the Barrabool Hills as requested by the National Trust of Australia (Vic).
- Investigating ways to encourage shelter belt planting.

21.06-5  
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C68(Part 1)

**Reference Documents**

*Surf Coast Shire Rural Strategy (2007)*

*Surf Coast Landscape Assessment Study North of the Princes Highway (2007)*

*The Great Ocean Road Region Landscape Assessment Study (2003)*

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**22.04**

20/03/2014  
C66  
Proposed C121

**COASTAL DEVELOPMENT SCENIC LANDSCAPES AND ENVIRONMENTAL ASSETS POLICY**

This policy applies to the Great Ocean Road and Coastal environs where land is subject to any of the following within

- the Rural Conservation Zone (RCZ) in coastal areas shown in map 1 to this schedule (excluding land from Aireys Inlet to Eastern View covered by Schedule 11 to the Design and Development Overlay); and
- Schedule 1 to the Significant Landscape Overlay (SLO1); and
- Schedule 1 to the Vegetation Protection Overlay (VPO1)

**22.04-1**

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**Policy Basis Protection of scenic landscapes and environmental assets**

The south-west coast and the Great Ocean Road Region are characterised by spectacular landscapes, scenic coastal vistas and areas of significant natural beauty and environmental sensitivity. These areas are of local, national and international importance. The use and development of land can have a major impact on the way the area is perceived and enjoyed. This is not only by the thousands of tourists who frequent the area, but also by residents who seek out this environment for the lifestyle and amenity which it provides. Past development has not always been sympathetic to these issues/qualities. This policy is designed to ensure that appropriate measures are in place to protect and enhance the coastline and Great Ocean Road environs.

~~The coastal townships and settlements of the Surf Coast Shire are an integral part of the area. They offer a unique lifestyle and environment for residents and a retreat and place of leisure for thousands of visitors and tourists. The local community and visitors alike value the special features of these townships that are characterised by large areas of indigenous vegetation, generally lower housing densities, low rise development and more informal styles of fencing and roads.~~

This policy seeks to preserve the unique character, amenity and environmental features of the coastal areas and townships along visible from the Nationally significant Great Ocean Road and internationally significant Bells Beach by retaining native vegetation cover, protecting viewsheds from the Great Ocean Road and encouraging the development of distinctive building designs which distinguish Surf Coast from conventional urban and suburban areas development that is subservient to the landscape and natural features.

This policy seeks to protect the diverse and unique remnant vegetation communities occurring in coastal areas for their contribution to the landscape character and for the habitat they provide for a diverse range of species including FFG and EPBC Act listed threatened species as well as threatened species endemic to area.

The protection of native vegetation is intrinsic to the character and beauty of the Surf Coast Shire and is highly valued by the community and visitors alike. All remnant vegetation is significant and removal should only be considered where retention is unavoidable and only then should offset planting be considered.

**22.04-2**

**Objectives**

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To protect and enhance the environmental qualities and scenic landscape values of the Nationally significant Great Ocean Road (and coastal environs) and internationally significant Bells Beach (and hinterland) including Point Addis.

To retain and extend existing native tree canopies, heathlands and understorey vegetation cover by minimising the removal of native vegetation and encouraging planting and landscaping which enhances streetscapes and protects the character of townships and natural landscape features along the Great Ocean Road and its hinterland coastal environs.

To protect viewsheds and ensure that development is sited and designed to blend with the surrounding environment, particularly when viewed from the Great Ocean Road, Bells Beach and other significant public viewing points.

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To minimise the visual impact of development having regard to building size, height, bulk, siting, ~~site coverage~~ and external materials and colours.

To recognise that views form an important part of the amenity of a property and to provide for a reasonable sharing of views of significant landscape features, including views of the ocean, coastal shoreline and notable cultural features.

~~To facilitate a range of housing types and densities which will accommodate a diversity of housing needs and household types while retaining the generally low density residential character of coastal towns.~~

**22.04-3 Policy Strategies**

20/03/2014  
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**Application of this policy**

~~All of the policies and performance measures outlined below are discretionary. In exercising its discretion the responsible authority will not consider the policy components in isolation; rather, it will consider the matter in the context of how the proposal addresses the objectives and policies as a whole.~~

~~The primary consideration is whether the proposal protects the key assets which distinguish coastal character in Surf Coast Shire from conventional urban and suburban areas, namely:~~

- ~~▪ The extent and type of vegetation cover – whether the township or locality is characterised by a significant tree canopy or vegetation cover (including understorey) which could be compromised in the long term by the combined effects of individual developments seeking to maximise the development potential of the site.~~
- ~~▪ Building scale, landscapes and viewsheds – whether the bulk, height, dwelling size and the degree of excavation and/or fill required could create a building which is visually prominent relative to its surroundings or within important viewsheds.~~
- ~~▪ The urban design and architectural features which differentiate and give a special character to Surf Coast – whether the architectural features, materials and colours of a building complement or add to the character of the neighbourhood, township or viewscape.~~

~~The headings below reflect the above considerations.~~

**Site analysis and design response, landscape and development plans**

It is policy that:

- Applications for buildings, works or subdivision (apart from minor buildings and works and subdivision of an existing or approved development) must be accompanied by a site analysis and design response containing sufficient information to:
  - Address all relevant zone, overlay and policy objectives and provisions;
  - Demonstrate how the proposal responds to the character, features and constraints of the township-locality and site.
  - Demonstrate how the proposal minimises its visual prominence where the property is visible from the Great Ocean Road or is within the Bells Beach hinterland.
- ~~Applications for subdivision must include an application to use and develop a dwelling on each lot that does not contain an existing dwelling where:~~
  - ~~— A development plan is required to allow proper assessment of an application under this policy;~~
  - ~~— The land is in Schedule 1 to the Significant Landscape Overlay and a lot of less than 600m<sup>2</sup> is proposed.~~

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### Vegetation Cover

~~This section applies to all applications on land containing native vegetation or native and non-native trees with spreading crowns whether or not an application is required to remove such vegetation.~~

The distinctive vegetation characteristics of each township locality will be recognised and taken into account in the assessment of applications. The development potential of individual properties will be influenced by and balanced against the overriding objectives of protecting indigenous vegetation ~~cover~~ and township landscape character.

It is policy that:

- Building footprints and hard surface areas should be ~~minimised and~~ designed and sited in order to minimise the amount of vegetation required to be removed, taking into consideration:
  - ~~The need to protect vegetation located on ridgelines, along water courses, in areas of environmental or habitat significance, and on land subject to landslip or erosion;~~
  - The need to protect significant vegetation and habitat.
  - The need to protect vegetation that is in a prominent location and which makes an important contribution to the landscape character ~~of the street or town;~~
  - The need to protect vegetation that will screen or soften the appearance of existing or proposed buildings when viewed from the Great Ocean Road, Bells Beach or other significant public viewing points;
  - The need to provide sufficient open space for the viable preservation of existing trees and the establishment of replacement trees.
- ~~On land shown in Maps 1, 2 and 3 habitation envelopes should be developed, beyond which no native vegetation is to be removed, destroyed or lopped.~~
- In areas where there is little or no vegetation cover, ~~the~~ landscape plan should be submitted that provides for the planting of new vegetation which complements the landscape character of the ~~township or~~ locality.
- The species of new and replacement vegetation should be chosen to reflect the landscape character of the locality, particularly with respect to the size of trees at maturity. Landscaping should be undertaken in a bushfire responsive manner as set out in the document Landscaping your Surf Coast garden for bushfire, 2014.
- In visually prominent locations or where significant trees are to be removed the responsible authority will require the property owner or developer to pay a bond to ensure that new or replacement vegetation is established and maintained in accordance with approved plans.
- Plants listed as environmental weeds in the incorporated document “*Environmental Weeds – Invaders of our Weeds of the Surf Coast Shire, 2nd Edition (2014/02)*” should be controlled and eventually eradicated from the coastal environment.

### Building scale, landscapes and viewsheds

It is policy that the height, scale and bulk of buildings will be controlled in order to:

- Preserve the low-rise, low impact character of ~~the coastal townships and of~~ development alongwith in viewsheds of the Great Ocean Road, Bells Beach and other significant public viewing points;
- Promote the retention or re-establishment of native vegetation, particularly where ~~this is an important element of township character or it~~ serves to screen buildings from significant public viewing points;
- Protect rural residential amenity by encouraging a reasonable sharing of views between new and established properties, particularly where the view is of a significant landscape feature, including views of the ocean and coastal shoreline, coastal forest and mountains, rivers and estuaries and notable cultural landscape features.



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### Building Siting

It is policy that the siting of a building be determined by taking into account the need to minimise vegetation removal and the visibility of the building from tourist routes and areas of high public usage. ~~Where practical alternative locations exist, buildings should not be located:~~

- ~~Not be located o~~On or near ridgelines where the building would form a silhouette against the sky when viewed from the Great Ocean Road, Bells Beach hinterland including coastal reserve or any other significant viewing point;
- ~~Not be located i~~n locations susceptible to erosion or inundation.
- Be situated discretely within the landscape, utilising hillsides as a backdrop and below the tree canopy (where practical).
- Not be sited closer than 10m to a patch of or significant tree.
- Be sited more than 25m from a boundary that fronts onto a major tourist route on land zoned Low Density Residential Zone and more than 10m from a boundary that abuts a coastal reserve containing a public walkway.
- ~~Within 8 metres of a front property boundary adjacent to the Great Ocean Road.~~

### Building Height

It is policy that:

- The height of buildings be determined by the surrounding context, taking into account the following principles:
  - Buildings should not protrude above the tree canopy (where practical) in areas where the canopy is a key feature of the area;
  - Buildings should not protrude above ridge lines to form a silhouette against the sky when viewed from the Great Ocean Road or any significant public viewing point;
  - Building heights should not cause a building to be visually prominent in the context of the surrounding streetscape or coastal viewsheds or when viewed from the Great Ocean Road, Bells Beach or any significant public viewing point;
  - ~~Building heights should be consistent with the surrounding streetscape character where the character is itself consistent with the above principles.~~
- Buildings should not exceed a maximum height of 7.5 metres above natural ground level, although a lesser or greater height will be considered based on an assessment against the principles outlined above.
- Buildings should be single story in visually prominent sites in the Bells Beach viewshed.
- ~~A building height exceeding 7.5 metres may only be permitted where a proposal is consistent with all of the above principles and better one or more of the performance standards outlined elsewhere in this policy.~~

### Site Coverage and Building Size

~~This section applies only to land in Schedule 1 to the Significant Landscape Overlay.~~

~~It is policy that:~~

- ~~Building and hard surface site coverage should respond to the characteristics and constraints of the site and locality.~~
- ~~The achievement of vegetation cover performance measures (outlined above) will be a primary consideration in determining the appropriate site coverage for a particular property. The following performance measures are indicative and should not be interpreted as standards that are applicable in all situations:~~
- ~~The total building site coverage (including the footprint of all buildings, outbuildings, balconies, service installations such as water tanks and the like and all other~~

SURF COAST PLANNING SCHEME

~~appurtenances that have a surface height greater than 1m above natural ground level) should not exceed 35% of the total site area; and~~

- ~~▪ The total hard surface site coverage (including buildings, outbuildings, balconies, swimming pools, and tennis courts of all surface types) should not exceed 50% of the total site area.~~
- ~~▪ The gross floor area of all buildings (including outbuildings, externally roofed areas and elevated structures such as swimming pools and tennis courts that have a surface height greater than 1m above natural ground level) should not exceed a plot ratio of 0.5.~~
- ~~▪ The site coverage or plot ratio may be increased where all of the following apply:~~
- ~~▪ The land is not in an area where tree canopy or vegetation cover is a feature of the surrounding landscape;~~
- ~~▪ The proposed building will not be visually intrusive or prominent when viewed from the Great Ocean Road or any other significant public viewing point;~~
- ~~▪ The land is virtually flat and the increased intensity of buildings will not impact on the character of the landscape and surrounding area;~~
- ~~▪ The landscape plan increases vegetation cover or otherwise makes a positive contribution to the vegetation or streetscape character of the locality.~~

**Slope**

It is policy that:

- The sub-floor structure of a building should not exceed two metres in height.
- The change in natural ground level resulting from excavation and/or filling for a building should not exceed a total of two metres.
- The change in natural ground level resulting from excavation for access to the building should not exceed a total of one metre.
- The height of the sub-floor and the extent of excavation or filling may be varied if any of the following apply:
  - The variation is necessitated by the recommendations of a geotechnical report.
  - There are no practical alternative locations on the site for the proposed buildings and works, taking into account all of the performance measures of this policy.
  - The variation will allow the retention of native vegetation that makes a significant contribution to the character of the locality or township.
  - The variation will reduce the visual prominence of the building.

It is policy that, on land with a slope of 25% or more:

- Applications for buildings, works, vegetation removal or subdivision (excluding minor alterations to existing buildings or works) must be accompanied by a geotechnical report prepared by a suitably qualified professional, addressing (where relevant):
  - Whether the proposal will increase the possibility of erosion, the susceptibility to landslip or other land degradation;
  - The need to stabilise disturbed areas by engineering works or revegetation;
  - Whether the land is capable of providing a building envelope which is not subject to high or severe erosion concern;
  - Whether access and servicing of the site is likely to cause erosion or landslip.

**View Sharing**

~~*This section applies only to land in Schedule 1 to the Significant Landscape Overlay.*~~

It is policy that:

- Buildings be sited and designed to achieve a reasonable sharing of views between properties of significant landscape features.

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- The colour of the roofing material of all buildings be of subdued toning to blend with the natural bush environment and minimise the visual impact and glare of the roof when viewed from beyond the site.
- ~~Subdivision plans may incorporate building envelopes or restrictions designed to achieve a reasonable sharing of views between properties.~~

#### Tennis Courts

~~This section applies only to land in Schedule 1 to the Significant Landscape Overlay.~~

It is policy that:

- ~~Tennis courts should not dominate a streetscape, should be proportional to the site and be well screened.~~
- Applications for tennis courts will not be supported on heavily vegetated or steeply sloping sites or where ~~associated vegetation removal will cause~~ the tennis court ~~or surrounding buildings to become~~ will be visually prominent when viewed from the Great Ocean Road, Bells Beach or from other significant public viewing points.
- ~~Tennis courts of all surface types (whether grass or artificial, permeable or non-permeable) be defined as a hard surface area for the purposes of this policy.~~

#### Building Design

~~Architectural form, massing and articulation of dwellings should complement or add to the elements which give coastal settlements their distinctive 'beach and bush' style character.~~

It is policy that:

- The site analysis and design response should provide the basis for the design and assessment of all proposed buildings and works.
- The architectural form, massing and articulation of dwellings ~~Buildings should be designed and sited to~~ complement or enhance the distinctive coastal or bush character of the streetscape and general area ~~in which they are located~~ of the locality.
- ~~Dwellings should be oriented and designed to make best use of natural ventilation, daylight and solar energy.~~
- ~~Relocated dwellings will be subject to the same requirements regarding building design, materials, and colours as new dwellings. Approval to place a relocated dwelling on a property will be subject to conditions requiring that the external appearance and materials be upgraded to complement the streetscape, and that all improvements must be completed within six months of the date of relocation.~~

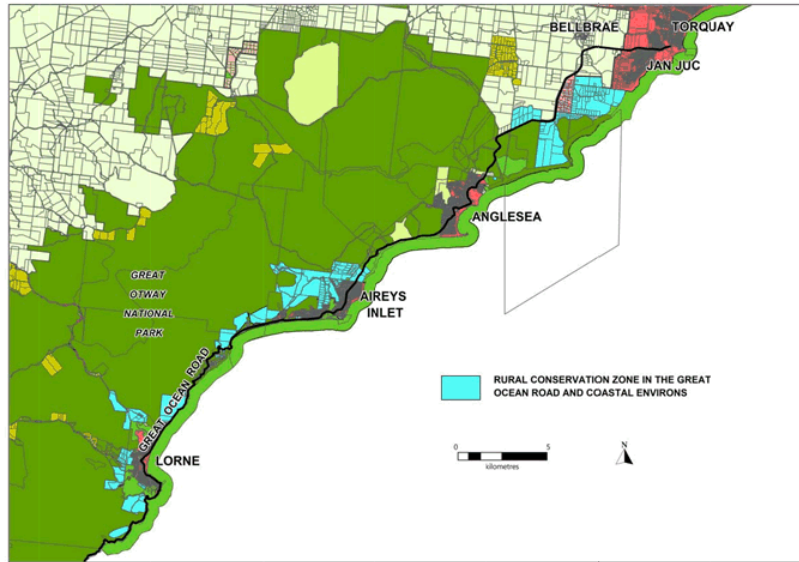
#### Fences

It is policy that:

- The height, design and materials of fences should complement the character of the ~~streetscape and~~ locality.
- In environmentally or visually sensitive areas, ~~or where consistent with the prevailing character of the locality,~~ fences should be of timber post and wire construction.
- The use of brick, stone, masonry or sheet metal as a fence panel material is discouraged.
- ~~The construction of front fences is discouraged, except where consistent with the prevailing character of the streetscape.~~
- ~~Front fences should not exceed a maximum height of 1.5 metres and if greater than 1.0 metre in height must be designed or constructed of permeable materials which allow filtered views into the garden from the street.~~

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**Map 1 to Clause 22.04 – Habitat Envelope Area, Belle Beach to Point Addis Rural Conservation Zone in the Great Ocean Road hinterland – (shaded)**



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Map 2 to Clause 22.04 – Habitat Envelope Area Big Hill (shaded)



SURF COAST PLANNING SCHEME

**Map 3 to Clause 22.04 – Habitat Envelope Area, Cathedral Rock to Cumberland River (shaded)**



SURF COAST PLANNING SCHEME

05/09/2013  
VC103  
Proposed  
C121

**SCHEDULE TO THE RURAL CONSERVATION ZONE**

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

**Conservation Values**

**General Areas of conservation value**

The natural features, significant landscape ~~and~~ habitat ~~values or a particular rural environment of the following conservation areas~~.

**Breamlea Wetlands**

The ~~fauna~~ wetlands provide habitat ~~and are an important breeding site for rare and threatened species~~.

~~The~~ ~~and~~ scenic landscape of the Breamlea saltmarsh and the coastal reserve.

Minimal impact of adjoining land use and development on the saltmarsh and coastal reserve.

The environmental flows of estuarine water to the saltmarsh.

**~~Bellbrae, Bells Beach and Point Addis~~**

The ~~flora, fauna habitat and scenic~~ dramatic coastal landscapes.

~~Existing~~ Large expanses of indigenous vegetation dominating a relatively and undeveloped ~~rural bush~~ landscape.

~~Rolling hills with views to the ocean and enclosed vegetated rural landscapes that provide a background to the internationally significant Bells Beach~~

Remnant vegetation, ~~providing habitat for rare and threatened species and an important biodiversity link between significant vegetation~~ on private and public land, ~~including the Great Otway National Park~~ and the coastal reserve.

**~~Bellbrae south west~~**

Remnant vegetation providing habitat for rare and threatened species and an important biodiversity link between significant vegetation on private land and the Great Otway National Park.

~~Abuts the Nationally significant Great Ocean Road.~~

**Great Ocean Road hinterland**

~~The flora, fauna habitat, and scenic landscape.~~

~~Nationally significant~~ Scenic landscapes relatively unaffected by development and providing a dramatic, unspoilt natural landscape between coastal settlements

Remnant vegetation, ~~providing habitat for rare and threatened species and an important biodiversity link between significant vegetation~~ on private and public land, ~~including the Great Otway National Park~~ and the coastal reserve.

**Otways and hinterland**

~~The flora and fauna habitat.~~

SURF COAST PLANNING SCHEME

The ~~Angahook-Lorne State~~Great Otway National Park.

~~Remnant vegetation, providing habitat for rare and threatened species and an important biodiversity link between significant vegetation on private land and the Great Otway National Park.~~

**Pennyroyal and Bambra**

The water supply catchments declared under the Catchment and Land Protection Act 1994.

**Lake Modewarre**

The ~~fauna habitat wetland is a flocking site for rare and threatened species.~~  
~~and r~~recreational fishing activities.

Minimal nutrient infiltration into the lake.



SURF COAST PLANNING SCHEME

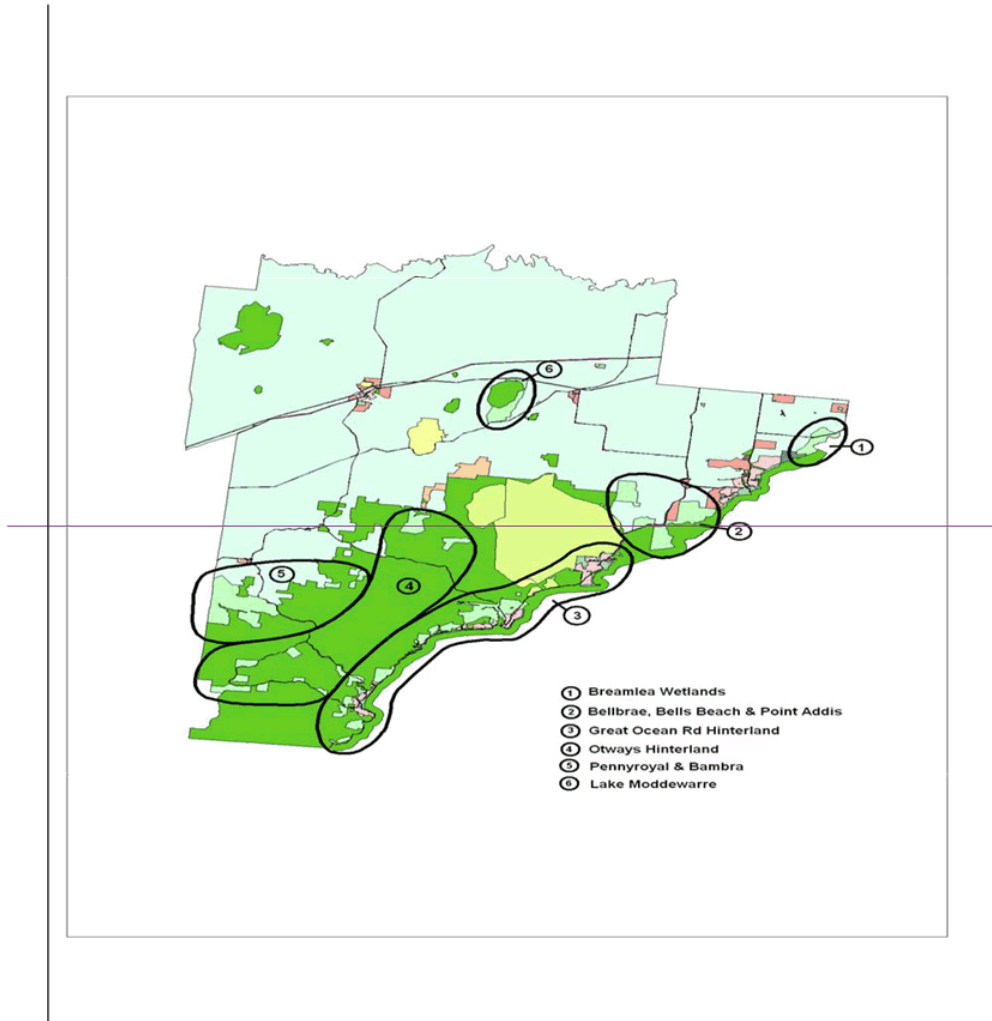
	Land	Area/Dimensions/Number
Minimum subdivision area (hectares).	All land	60
Maximum floor area for which no permit is required to alter or extend an existing dwelling (square metres).	None specified	<u>None specified</u>
Maximum floor area for which no permit is required to construct an out-building associated with a dwelling (square metres).	None specified	<u>None specified</u>
Maximum floor area for which no permit is required to alter or extend an existing building used for agriculture (square metres).	None specified	<u>None specified</u>

Permit requirement for earthworks	Land
Earthworks which change the rate of flow or the discharge point of water across a property boundary.	All land
Earthworks which increase the discharge of saline groundwater.	All land

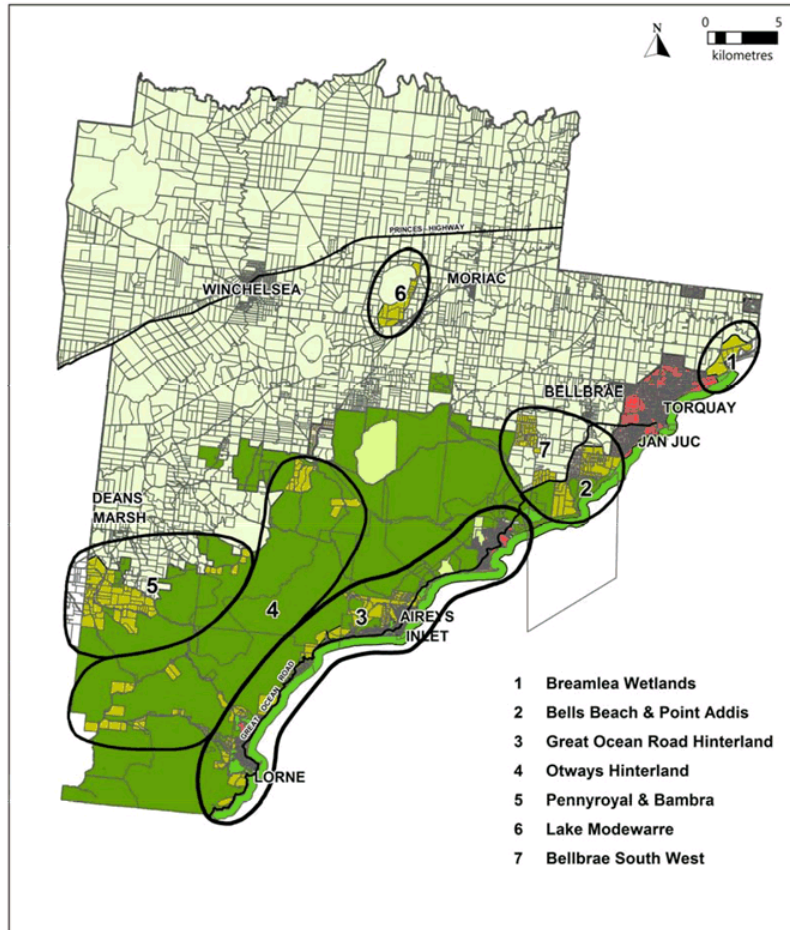
SURF COAST PLANNING SCHEME

Map 1 to Clause 35.06 – areas of conservation value

SURF COAST PLANNING SCHEME



SURF COAST PLANNING SCHEME



SURF COAST PLANNING SCHEME

11/11/2010  
C49  
Proposed C121

## SCHEDULE 1 TO THE SIGNIFICANT LANDSCAPE OVERLAY

Shown on the planning scheme map as **SLO1**

### GREAT OCEAN ROAD AND COASTAL ENVIRONS BELLS BEACH, POINT ADDIS, ANGLESEA, BIG HILL AND LORNE HINTERLAND

#### 1.0 Statement of nature and key elements of landscape

19/01/2006 VC37  
Proposed C121

The Victorian south west coast is internationally significant and includes spectacular coastline, untouched landscapes and scenic views of the ocean and vegetated areas from the Great Ocean Road and other coastal locations. Key elements of the landscape are its forests, mountains, valleys and a diversity of coastal landscapes, including the shorelines, rivers and estuaries, rugged cliffs and headlands and long sandy beaches and dunes.

The natural beauty of the coastal environment can be enjoyed from viewing points and viewsheds all along the Great Ocean Road and other scenic areas on the coast and from significant viewing areas within privately owned properties. It is a major tourist asset for the Shire and the State of Victoria. The lifestyle and amenity it offers both permanent and non-permanent residents are key reasons they choose to locate in these areas.

The scenic landscape value of the Bells Beach Surfing Recreation Reserve and surrounds derives from the coming together of the pastoral landscape and the seascape and from the relative absence of built structures visible within viewsheds. For many, the connection with Bells Beach extends beyond the surf break and includes the environmental, landscape, social and cultural values of the reserve and its hinterland. The landscape creates a sense of space around the reserve observed from the reserve itself, Surf Coast Walk and the approaches to approaching the reserve from Bones Road, Bells Boulevard and Jarosite Road. This internationally significant area must be treated with considerable sensitivity. The special qualities of the area result in constant pressure for subdivision and tourist related uses and development, which conflicts with the preservation of the environmental, cultural and scenic attributes of the area and with the ambiance and amenity enjoyed by residents and visitors.

The preservation of remnant native vegetation is crucial to the protection of scenic vistas and the maintenance of biodiversity links. Many areas along the coast are Much of the land covered by this schedule contains vegetation of high conservation significance, containing diverse, and in some cases threatened, flora and fauna.

The purpose of this overlay is to ensure that future development does not compromise the quality of these assets in order and to maintain and protect significant viewsheds and remnant vegetation and habitats and the amenity of individual properties.

#### 2.0 Landscape character objective to be achieved

16/10/2008  
C34  
Proposed C121

To preserve and enhance the scenic landscape values and environmental qualities within viewsheds of the Great Ocean Road, Bells Beach and coastal environs by.

To ensure that development in coastal areas is sited to retain indigenous vegetation.

- ensuring that the appearance of a forested, heathland landscape is the dominant feature between coastal townships.
- encouraging the discreet placement of simple, unobtrusive structures within the hinterland landscape, particularly when viewed from the Great Ocean Road and on the approach to Bells Beach (Jarosite, Addiscot, Bones, Bells Beach Road and Bells Boulevard).

SURF COAST PLANNING SCHEME

- ~~preserving and enhancing the cultural heritage values of the Bells Beach Surfing Recreation Reserve by Bells Beach protecting the outlook from all roads approaching Bells Beach, traversing through the open rural and bushland landscape of the Bells Beach hinterland.~~

~~To protect and enhance the low density residential character and natural bush setting of the coastal settlements.~~

- ~~To ensure that managing development and uses do so that it does not impact on significant remnant vegetation (locally indigenous trees, shrubs, herbs and grasses) shown within maps 1 - 6 of this schedule.~~
- ~~encouraging the siting of development to retain other native trees that may help to soften development when viewed from off site.~~

~~To maintain the individual identity and landscape character of each township.~~

- ~~To managing ensure that development of properties abutting visible from the Great Ocean Road and within the Bells Beach hinterland to ensure does not detract from the scenic and landscape values of the area remain the prominent feature.~~
- ~~To minimising the visual impact of development having regard to building size, height, bulk, siting and external materials and colours.~~

~~To provide for a reasonable sharing of views of significant landscape features, including views of the ocean and coastal shoreline, coastal forest and mountains, rivers and estuaries, and notable cultural landscape features which form an important part of the amenity of coastal properties.~~

**3.0 Permit requirement**

16/10/2008  
C34  
Proposed C121

**Buildings and works**

A permit is required to construct a fence, except where:

- The fence is of timber post and wire construction; and
- The fence is not more than 1.5 metres in height.

~~A permit is required to construct or illuminate a tennis court.~~

SURF COAST PLANNING SCHEME

**Plans for approval – type and colour of external materials**

~~Plans must be submitted to the satisfaction of the responsible authority prior to the commencement of any of the following buildings or works:~~

~~External alterations to a building by structural work, rendering, sandblasting or in any other way;~~

~~External painting of a building.~~

~~The responsible authority must be satisfied that the materials and colours are compatible with the natural surroundings so as to minimise the visual impact of structures when viewed from beyond the site. When approved the materials and colours must thereafter be maintained to the satisfaction of the responsible authority.~~

~~This does not apply to the maintenance or repair of an existing structure if the same schedule of external materials and colours is used and the schedule complies with the Surf Coast Subdued Colours List (2003).~~

**Vegetation**

A permit is required to remove, destroy or lop native vegetation except where:

- ~~▪ The land is outside the area shown on the Schedule 1 Habitation Envelope Areas, and:
  - The vegetation is dead.
  - The vegetation is less than 2 metres in height and is not shown on an approved landscape plan or site plan specifying its retention
  - The vegetation is on the building side of a vertical line 32 metres from the outer edge of the roof of an existing or approved building.
  - The vegetation is listed as an environmental weed in the incorporated document “*Environmental Weeds – Invaders of the Surf Coast Shire, 2nd Edition (2014/2)*”.~~
- ~~▪ The land is within the area shown on the Schedule 1 Habitation Envelope Maps, and the vegetation is located within an approved habitation envelope.~~

**4.0**

11/11/2010  
C49  
Proposed C121

**Decision guidelines**

Before deciding on an application, in addition to the decision guidelines in Clause 42.03, the responsible authority must consider ~~in particular~~ as appropriate:

**Visual prominence**

If the proposed development is ‘visually recessive’, ‘visually apparent’ or visually dominant’ within the landscape.

A development is ‘visually recessive’ when the following siting and design principles are followed, sits below the existing tree canopy, is modest in size and height (predominantly single storey) so that the surrounding landscape dominates the structure, is tucked into a hill side or utilises a stand of trees as a backdrop, maximises

SURF COAST PLANNING SCHEME

landscaping and has minimal hard surface areas, constructed in natural materials and colours (stone and/or timber), is located below a ridge line and is setback far enough from the street or public vantage point so that it is hardly visible from beyond the site.

A development that is 'visually apparent' is sited and designed similar to a 'visually recessive' building but doesn't apply one or more of the above mentioned principles so that it is visually *more apparent* when viewed from beyond the site.

A ~~building~~ visually dominant development will include opposing attributes to a 'visually recessive' building and will be highly visible within the landscape.

All development must be 'visually recessive' within the Bells Beach viewshed.

All development should be visually recessive' but may be 'visually apparent' within the viewshed of the Great Ocean Road.

Whether the visibility of a building or works can be reduced by siting in an alternative location (refer map 1 to this schedule) and/or through the planting of vegetation.

**Building height, design and siting:**

Whether ~~T~~the proposed building height is :

- Single storey in locations highly visible within the Bells Beach hinterland, shown as very high – critical in map 1 to this schedule.
- ~~A building height not exceeding 7.5 metres is appropriate.~~
- Whether a building height less than 7.5 metres from ngl (in areas other than the Bells Beach view shed) is required in order to ensure development is visually recessive or apparent as appropriate.
- Whether a building height greater than 7.5 metres from ngo on steeply sloping land is reasonable and will not add to the prominence and visibility of the building from beyond the site.
- Whether ridge tops or locations of high visibility (shown in map 1 to this schedule) are kept free of bulky development ~~with a large footprint~~ to prevent silhouettes against the sky.
- Whether buildings follow the contours of the land ~~being~~ and are stepped down the site to reduce the visual prominence.
- Whether buildings are separated into different elements, retaining maximum space between buildings for vegetation in visually prominent sites to minimise their visual impact.
- Whether the scale, setbacks, design, siting and overall form of the development does not visually contrast with the surrounding landscape features, and interrupt or block key views from significant public observation points.
- Whether the design and siting of proposed buildings and works would retain remnant vegetation and provide adequate space on site for the planting of new vegetation.
- Whether all materials and ~~the colours of the roofing and materials of all buildings is of a toning~~ to blend with the natural bush environment and minimise the visual impact and glare of the roof when viewed from beyond the site.

**Fencing**

- Whether proposed fencing ~~compliments~~ the coastal hinterland character, using solid fencing sparingly.

**Recreational structures**



SURF COAST PLANNING SCHEME

- Whether private recreational structures such as tennis courts and swimming pools have been sited in cleared areas to ensure minimal or no losses of screening vegetation or vegetation of environmental significance.

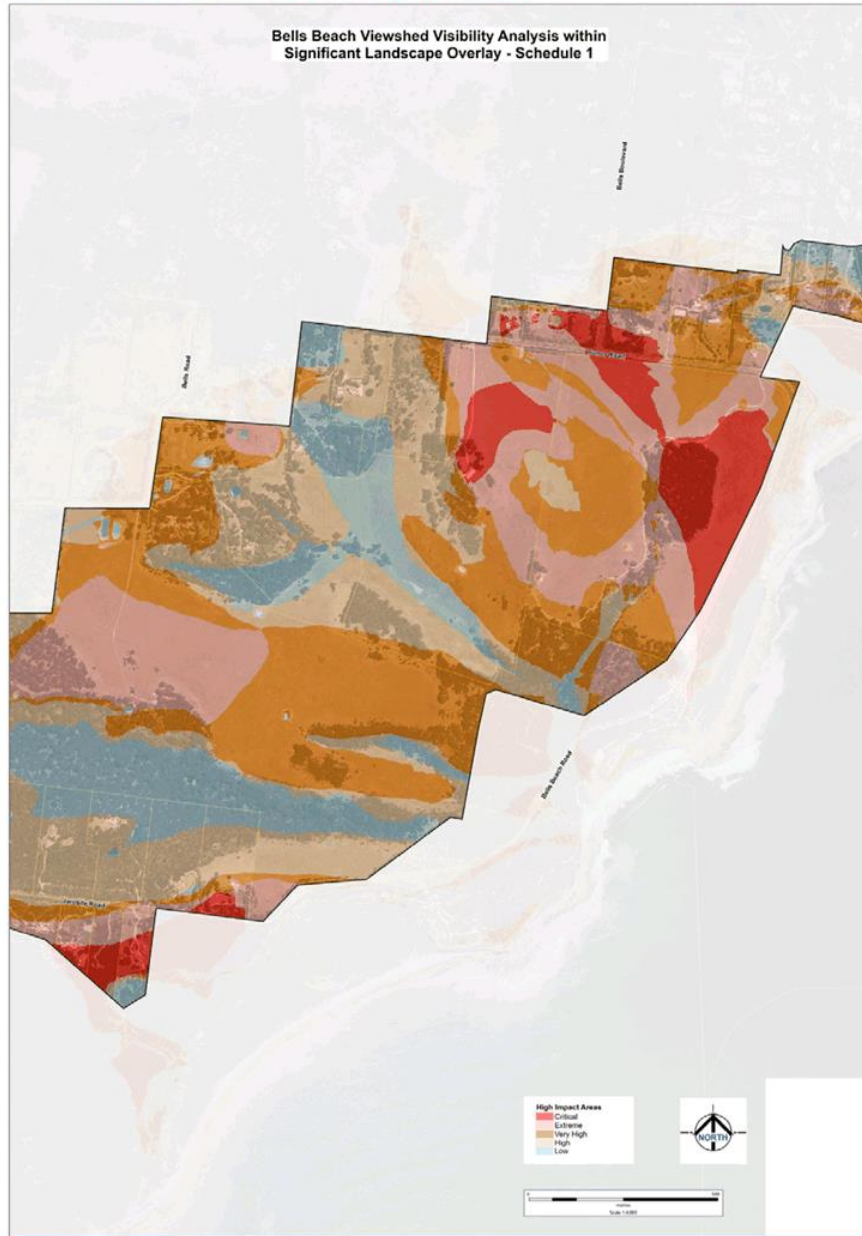
**Vegetation Removal**

- Whether the vegetation removal proposed has taken into consideration
  - The need to avoid and minimise losses to significant native vegetation shown in maps 2 – 7.
  - The need to protect vegetation located on ridgelines, along water courses, in areas of environmental or habitat significance, and on land subject to landslip or erosion;
  - The need to protect vegetation in a prominent location which makes an important contribution to the landscape character;
  - The need to protect vegetation that will screen or soften the appearance of existing or proposed buildings when viewed from the Great Ocean Road, Bells Beach hinterland or other significant public viewing points;
  - The need to provide sufficient open space for the viable preservation of existing trees and the establishment of replacement trees.
- Coastal Development Scenic Landscapes and Environmental Assets Policy (clause 22).
- Rural Tenement Policy (clause 22).
- Streetscape and Landscaping Policy (clause 22).
- GORLASS and GOR region study
- Victorian Coastal Strategy
- Biodiversity Mapping Project 2014
- ~~Design and Siting Guidelines for Structures on the Victorian Coast, 1997.~~
- ~~Ecology Australia, Environmental Resources of Surf Coast Shire, 2000.~~

SURF COAST PLANNING SCHEME

**HABITATION ENVELOPE AREAS SHADED**

**Map 1: Bells Beach viewshed locations, low - critical**

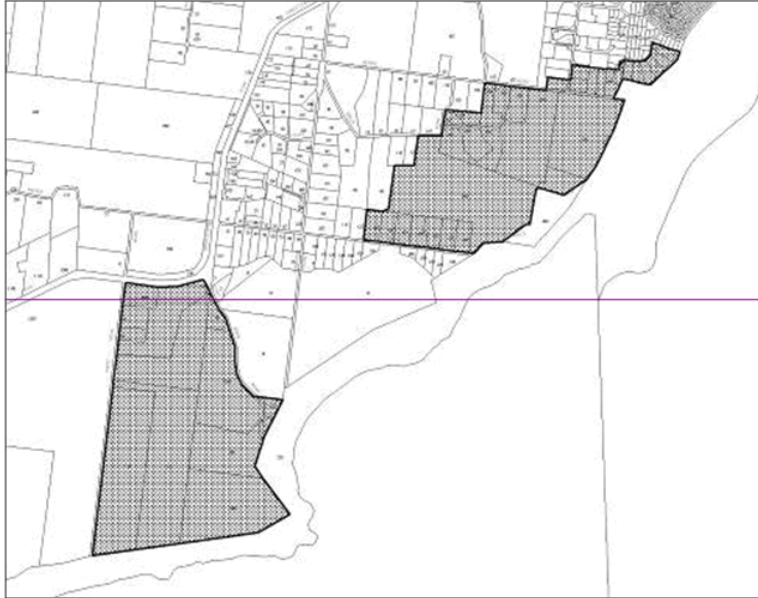


**Significant vegetation and habitat maps (green).**

**Map 2: Bells Beach hinterland**

SURF COAST PLANNING SCHEME

**Bells Beach to Point Addis**



**Big Hill**



**Cathedral Rock to Cumberland River**

SURF COAST PLANNING SCHEME



SURF COAST PLANNING SCHEME



**Map 3: Point Addis**

SURF COAST PLANNING SCHEME



**Map 4: Anglesea hinterland**

SURF COAST PLANNING SCHEME



**Map 5 Big Hill – Spout Creek**

SURF COAST PLANNING SCHEME



**Map 6: North of Lorne**



**Map 7: South of Lorne – Cumberland River**



SURF COAST PLANNING SCHEME



SURF COAST PLANNING SCHEME

13/10/2016  
C410  
Proposed C121

**SCHEDULE TO CLAUSE 61.03**

**Maps comprising part of this scheme:**

- 1, 1ESO, 1SMO, 1LSIO-FO
- 2, 2ESO, 2SMO, 2LSIO-FO
- 3, 3ESO, 3SMO, 3LSIO-FO
- 4, 4ESO, 4SMO, 4LSIO-FO, 4WMO
- 5, 5ESO, 5HO, 5SMO, 5LSIO-FO
- 6, 6ESO, 6SMO, 6LSIO-FO
- 7, 7ESO, 7HO, 7SMO, 7LSIO-FO, 7PAO
- 8, 8ESO, 8HO, 8DDO, 8DPO, 8SMO, 8EAO, 8LSIO-FO, 8SLO, 8PAO
- 9, 9ESO, 9VPO, 9HO, 9SMO, 9LSIO-FO, 9PAO
- 10, 10 ESO, 10VPO, 10HO, 10SMO, 10LSIO-FO, 10PAO
- 11, 11SMO, 11LSIO-FO, 11DPO
- 12, 12ESO, 12HO, 12SMO, 12LSIO-FO, 12PAO, 12DPO
- 13, 13ESO, 13LSIO-FO
- 14, 14HO
- 15, 15ESO, 15VPO, 15HO, 15SMO, 15WMO, 15LSIO-FO, 15DCPO
- 16, 16DDO, 16EAO, 16DPO, 16ESO, 16SMO, 16LSIO-FO, 16WMO, 16DCPO, 16PO
- 17, 17ESO, 17SMO, 17LSIO-FO
- 18, 18ESO, 18SMO, 18LSIO-FO
- 19, 19ESO, 19VPO, 19SLO, 19HO, 19DDO, 19DPO, 19WMO, 19LSIO-FO, 19EAO, 19DCPO, 19PAO
- 20, 20ESO, 20VPO, 20SLO, 20HO, 20DDO, 20DPO, 20SMO, 20WMO, 20LSIO-FO, 20EAO, 20PAO, 20DCPO, 20PO
- 21, 21ESO, 21SMO, 21LSIO-FO, 21DCPO
- 22, 22VPO, 22SLO, 22WMO, 22HO, 22DCPO
- 23, 23ESO, 23HO, 23SMO, 23LSIO-FO, 23PAO
- 24, 24ESO, 24VPO, 24HO, 24SMO, 24WMO, 24LSIO-FO, 24PAO
- 25, 25ESO, 25VPO, 25HO, 25SMO, 25WMO, 25LSIO-FO
- 26, 26ESO, 26VPO, 26SMO, 26WMO, 26LSIO-FO
- 27, 27ESO, 27VPO, 27HO, 27SMO, 27WMO, 27LSIO-FO
- 28, 28HO, 28ESO, 28VPO, 28WMO, 28SMO, 28LSIO-FO
- 29, 29HO, 29SMO, 29 LSIO-FO, 29DDO, 29RO
- 30, 30ESO, 30VPO, 30WMO, 30 LSIO-FO
- 31, 31ESO, 31VPO, 31WMO, 31LSIO-FO
- 32, 32VPO, 32SLO, 32HO, 32WMO, 32LSIO-FO
- 33, 33ESO, 33VPO, 33SLO, 33HO, 33DDO, 33DPO, 33NCO, 33SMO, 33WMO, 33LSIO-FO, 33RO, 33PAO
- 34, 34VPO, 34SLO, 34HO, 34WMO
- 35, 35HO, 35ESO, 35VPO, 35WMO
- 36, 36ESO, 36VPO, 36SLO, 36HO, 36WMO
- 37, 37HO, 37ESO, 37SLO, 37DDO, 37WMO
- 38, 38ESO, 38WMO
- 39, 39ESO, 39HO, 39DDO, 39NCO, 39SMO, 39LSIO-FO, 39WMO

SURF COAST PLANNING SCHEME

- 40, 40ESO, 40VPO, 40SLO, 40HO, 40DDO, 40NCO, 40SMO, 40LSIO-FO, 40WMO
- 41, 41ESO
- 42, 42ESO, 42SLO, 42HO, 42WMO, 42LSIO-FO
- 43, 43SLO, 43HO, 43DDO, 43EAO, 43WMO, 43LSIO-FO, 43NCO, 43RO

SURF COAST PLANNING SCHEME

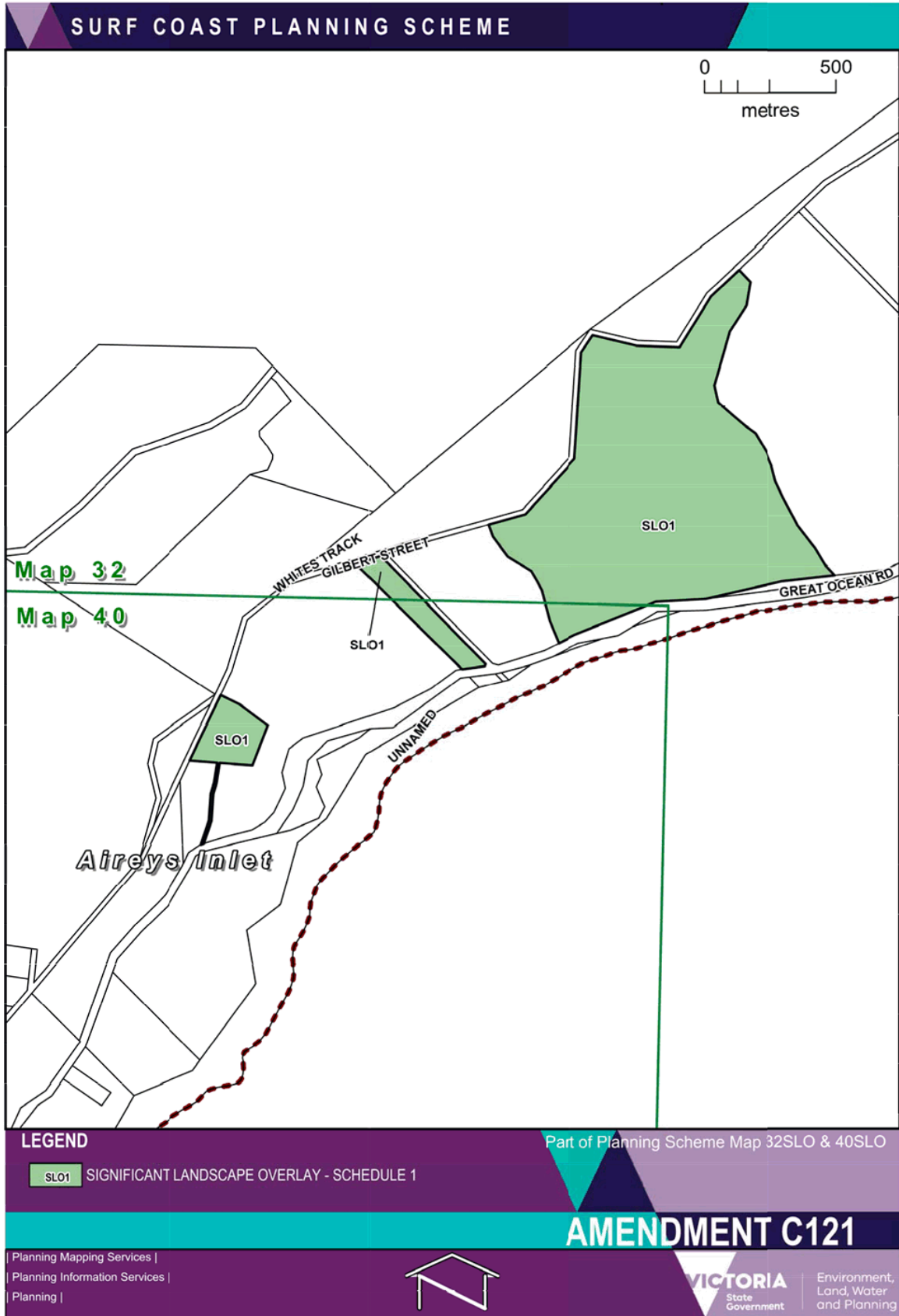
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 VC101  
 Proposed C121

**SCHEDULE TO CLAUSE 66.04**

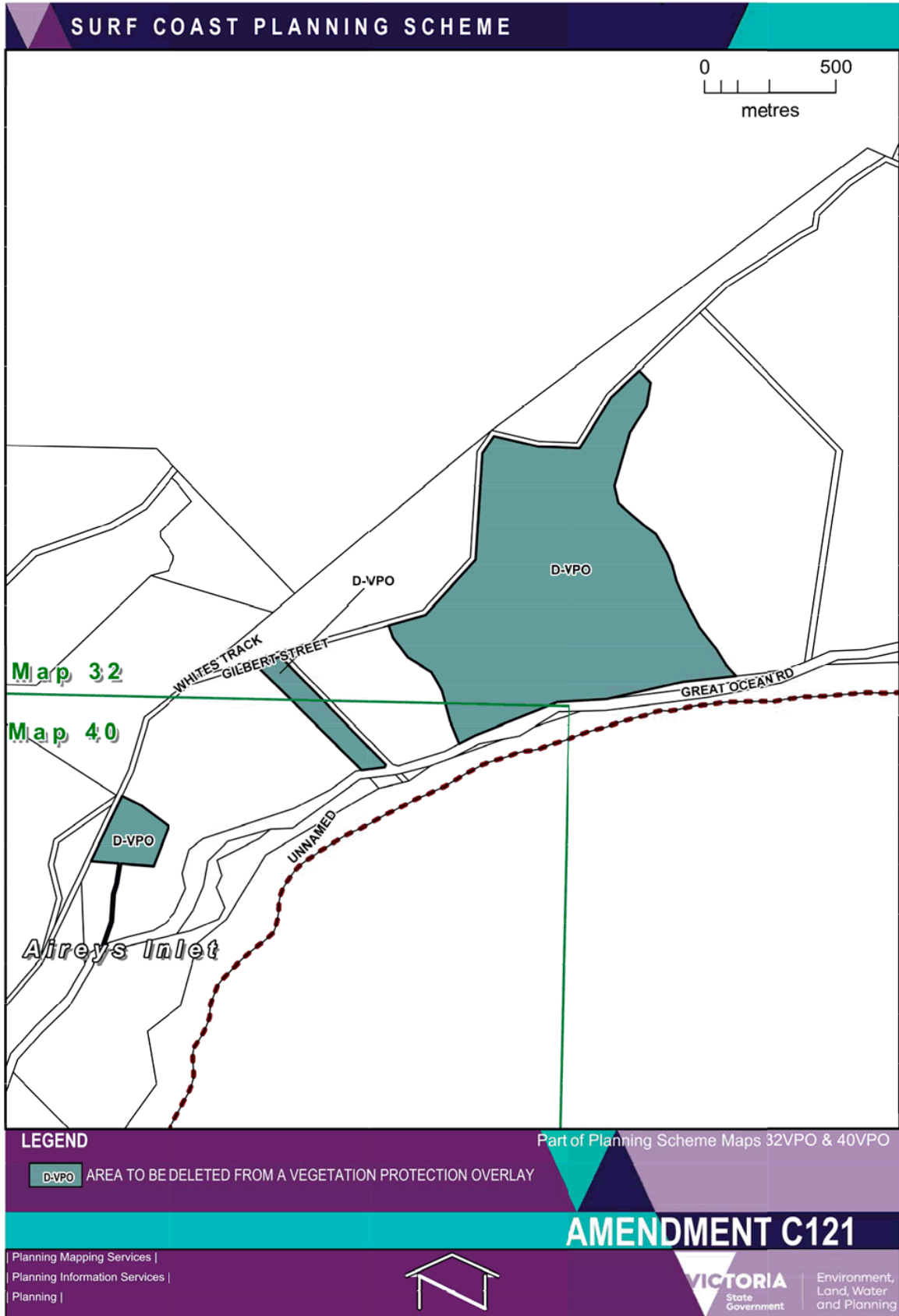
**Referral of permit applications under local provisions**

Clause	Kind of application	Referral authority	Type of referral authority
Clause 3.0 of Schedule 1 to Clause 37.01 (SUZ)	All applications for buildings and works.	Secretary to the Department of Environment, Land, Water and Planning	Determining referral authority
Clause 3.0 of Schedule 1 to Clause 42.01 (ESO)	All applications.	Secretary to the Department of Environment, Land, Water and Planning	Determining referral authority
Clause 3.0 of Schedule 2 to Clause 42.01 (ESO)	All applications.	Relevant water, drainage or sewerage authority	Determining referral authority
Clause 3.0 of Schedule 3 to Clause 42.01 (ESO)	All applications.	Secretary to the Department of Environment, Land, Water and Planning	Determining referral authority
Clause 3.0 of Schedule 4 to Clause 42.01 (ESO)	All applications.	Secretary to the Department of Environment, Land, Water and Planning	Determining referral authority
Clause 3.0 of Schedule 5 to Clause 42.01 (ESO)	All applications.	Secretary to the Department of Environment, Land, Water and Planning	Determining referral authority
Clause 3.0 of Schedule 1 to Clause 42.02 (VPO)	All applications.	Secretary to the Department of Environment, Land, Water and Planning	Determining referral authority
Clause 3.0 of Schedule 2 to Clause 42.02 (VPO)	All applications.	Secretary to the Department of Environment, Land, Water and Planning	Determining referral authority
Clause 3.0 of Schedule 3 to Clause 42.02 (VPO)	Applications for removal, lopping or destruction of Bellarine Yellow Gum.	Secretary to the Department of Environment, Land, Water and Planning	Determining referral authority
<u>Clause 1.0 of Schedule 42.03 (SLO)</u>	<u>All applications for native vegetation removal.</u>	<u>Secretary to the Department of Environment, Land, Water and Planning</u>	<u>Determining referral authority</u>











**3. OFFICE OF THE CEO**

Nil

#### 4. GOVERNANCE & INFRASTRUCTURE

##### 4.1 Project Budget Adjustments and Cash Reserve Transfers - January 2018

**Author's Title:** Coordinator Management Accounting      **General Manager:** Anne Howard  
**Department:** Finance      **File No:** F17/954  
**Division:** Governance & Infrastructure      **Trim No:** IC18/60  
**Appendix:**

**Officer Direct or Indirect Conflict of Interest:**  
In accordance with Local Government Act 1989 –  
Section 80C:

Yes       No

**Reason:** Nil

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

Yes       No

**Reason:** Nil

#### **Purpose**

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

#### **Summary**

The project Budget Adjustments and Cash Reserve transfers report for January 2018 are included in this report. All figures in this report are exclusive of GST.

#### **Recommendation**

That Council:

1. Approve the Project Budget Adjustments outlined in Tables 1 to 3 in this report.
2. Approve the following net changes to cash reserves resulting from the project budget adjustments listed in this report:

<b>Funding Sources</b>	<b>Transfers From/ (to) Reserve</b>
Accumulated Unallocated Cash Reserve	12,000
Asset Renewal Reserve	55,000
<b>Grand Total</b>	<b>67,000</b>

#### 4.1 Project Budget Adjustments and Cash Reserve Transfers - January 2018

##### Report

##### **Background**

Council allocates project funding to projects through its annual budget or specific resolution.

From time to time, situations arise whereby initial budgets need to be reconsidered to achieve their planned objectives and project scope. It is important that Council's decisions to adjust project budgets from the originally approved allocations are open and transparent to the community. Therefore any changes to initially approved project budgets are reported in a manner that demonstrates the diligence and transparency of the organisation's project management processes.

Closure of projects is another important process for maintaining a well-managed program and involves financial review, asset management and project review activities. Projects reported for closure have been through Council's project review and closure process.

##### **Discussion**

The following budget transfers, detailed in Table 1, are newly initiated projects.

**Table 1 – Newly Initiated Projects**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
New: Stribling Reserve Stair Renewal	Project Account	Agreed that \$11K funds be transferred out of Structure Renewal Program (GL9023 / W8974) to create stand-alone project for stair renewal at Stribling Reserve	11,000
New: Planning Scheme Amendment C118 – 40 Combes Road, Torquay	Contribution Funded	Privately funded Planning Scheme Amendment at the cost of the applicant.	15,000
New Planning Scheme Amendment C124 – 600-640 Cape Otway Road, Moriac	Contribution Funded	Privately funded Planning Scheme Amendment at the cost of the applicant.	15,000

The following budget transfers, detailed in Table 2, are required where it has been identified that projects require adjustments to their approved budgets to allow achievement of project scope and objectives; or there is a request to adjust scope of project.

**Table 2 – Project Budgets Requiring Adjustment**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
9637: Grossmans Road Pathway Project Torquay	Project Savings Account	Detailed design and investigation has identified that additional funding will enable retention of indigenous trees and improved safety outcomes.	15,000
9637: Grossmans Road Pathway Project Torquay	Asset Renewal Reserve	Seeking to draw upon unallocated renewal funding to replace section of poor-condition kerb and channel concurrently with pathway works.	5,000

#### 4.1 Project Budget Adjustments and Cash Reserve Transfers - January 2018

Project Name	Funding Source	Basis for Variation	Project Allocation \$
8721: Bells Beach Planning Panel	Accumulated Unallocated Cash Reserve	Planning panel took longer than anticipated when funds initially allocated. Panel costs are now known until the invoice arrives and additional \$12,000 is required to additional costs.	12,000
8713: Local Food - Towards Environmental Leadership	Project Account	\$20K allocation from TEL 2107/18 allocation GL 8582 to deliver planned activities for Local Food sub-project.	20,000
9644: Torquay Tigers Cricket Club Practice Facility Improvement	Project Account	\$7K from Fencing Renewal Program GL 9116 / W7927.9150 for the renewal component of the practice net fencing.	7,000
8564: HACC Café Style Support	Grant Funded	Fully funded project. Adjustment to reflect expected reduced grant income.	(11,236)
9001: Sealed Road Renewal	Asset Renewal Reserve	Extent of sealing undertaken needed to increase due to on-ground conditions and additional asset renewal funds are required to address costs.	50,000

The following budget transfers, detailed in Table 3, represent projects that have been successfully completed and are presented to Council for acknowledgement. Where unexpended funds remain they are returned to the source of funding as per Council's business practices, if the source of funds is the Accumulated Unallocated Reserve, the funds are returned to the Project Savings Account during the year and at the end of the year the balance of the Project Savings Account will be returned to the Accumulated Unallocated Reserve.

**Table 3 Projects to be Closed**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
8749: Anglesea Netball Club Vegetation Investigation - Relocation of Two Netball Shelters	Project Savings Account	As per December 2017 Council resolution, project is to be closed as it has been concluded that the findings of the 2012 vegetation report are still relevant and a review will not be required.	(1,000)
9029: Grenville Oval Access Road and Car Park OR2	Project Savings Account	Project closed and savings can be returned to source.	(2,359)

#### **Financial Implications**

The proposed Project Budget Adjustments and Cash Reserve Transfers are outlined in this Report. Through this report all financial implications of the project budget adjustments and cash reserve transfers are clearly and transparently presented to Council and the community.

#### **Council Plan**

Theme 5 High Performing Council  
Objective 5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives  
Strategy 5.1.1 Establish long-term financial principles and incorporate into the long-term financial plan

#### **4.1 Project Budget Adjustments and Cash Reserve Transfers - January 2018**

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

Not applicable.

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

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

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

Not applicable.

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

Not applicable.

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

Not applicable.

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

###### **Option 1 – Not approve transfers as recommended**

This option is not recommended because transfers are necessary to allow ongoing delivery and closure of projects, and have been through a series of governance checks.

###### **Option 2 – Adopt officer recommendation**

This option is recommended by officers as the project budgets and cash reserve transfers supports implementations of Council's strategies.

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

Not applicable.

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

Not applicable.

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

It is recommended that Council approve the Project Budget Adjustments and Cash Reserve Transfers for January 2018.

#### 4.2 Quarterly Report Outlining Councillor Allowances and Expenses - 1 October 2017 to 31 December 2017

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

**Department:** Governance & Risk      **File No:** F11/786

**Division:** Governance & Infrastructure      **Trim No:** IC18/5

**Appendix:**

1. Surf Coast Shire - Quarter 2 - Councillor Payment Summary - 1 October to 31 December 2017 (D18/1748)

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

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

Yes

No

**Reason:** Nil

**Status:**

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

Yes

No

**Reason:** Nil

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**Purpose**

The purpose of this report is to present Councillor allowances and expenses paid from 1 October to 31 December 2017.

**Summary**

In order to ensure the highest levels of transparency and accountability, Council has resolved to make Councillor allowances and expenses available to the public through a quarterly statement reported at Ordinary Council meetings which is also published on Council's website. Council commenced quarterly reporting in October 2017.

A report covering Councillor allowances and expenses for the period from 1 October to 31 December 2017 is now attached.

It should be noted that some payments e.g. travel costs are included at the time they are paid out rather than when incurred, therefore figures quoted may include expenses from outside this reporting period.

**Recommendation**

That Council:

1. Note the attached summary of Councillor allowances and expenses for the period 1 October to 31 December 2017 (Appendix 1).
2. Publish the summary on Council's website.

## 4.2 Quarterly Report Outlining Councillor Allowances and Expenses - 1 October 2017 to 31 December 2017

### **Report**

#### ***Background***

The Local Government Act 1989 provides that the Mayor and Councillors are paid an allowance and provided with appropriate tools and support to enable them to properly undertake their statutory obligations.

The provision of efficient communications equipment, reimbursement of official travel and telephone expenses and, if applicable, child care expenses is generally provided by municipalities across the state in order to assist Councillors to maximise their responsibilities.

The Local Government Act 1989 requires that Councils must adopt and maintain a policy in relation to the reimbursement of expenses for Councillors. Council has therefore adopted the Councillors Entitlements (Facilities & Expenses) Policy which sets out the level of resources and support that are provided to Councillors to enable them to effectively discharge their official duties.

The policy also sets out the procedures that apply in circumstances where Councillors require reimbursement of expenses incurred, and those circumstances where prior approval is required. A copy of the policy is available on Council's website.

#### ***Discussion***

The attached report outlines Councillor allowances and expenses that have been paid during the period from 1 October to 31 December 2017 in the following categories:

- **Councillor Allowances** includes statutory allowances for the Mayor and Councillors
- **Parking Costs** includes reimbursement of parking fees whilst on official business
- **Travel Expenses** includes public transport costs and reimbursement to Councillors for kilometres travelled in their private vehicles associated with Council related travel
- **Motor Vehicle** includes costs associated with use of the mayoral vehicle
- **Mobile Phone** includes the costs associated with official Councillor mobile phone usage
- **Internet** includes cost of official internet provision and usage.

Any contributions that are paid by Councillors towards phone and internet usage are also included in the report.

Council resolved to report allowances and expenses on a quarterly basis and to post on Council's website to increase transparency and accountability. This is in addition to other reporting requirements such as the requirement to report in Council's annual report.

It should be noted that some payments e.g. travel costs are included at the time they are paid rather than when incurred, therefore figures quoted may include expenses from outside the reporting period.

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

Councillors allowances and expenses are covered within Council's operational budget.

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

Theme	5 High Performing Council
Objective	5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed
Strategy	Nil

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

The Local Government (Planning and Reporting) Regulations 2014 require Councils to disclose in the Annual Report the details of allowances and expenses for each Councillor, divided into certain defined categories. Council is exceeding this requirement by making quarterly disclosures at the Ordinary meeting and posting these on the website.

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

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

#### **4.2 Quarterly Report Outlining Councillor Allowances and Expenses - 1 October 2017 to 31 December 2017**

***Risk Assessment***

Not applicable.

***Social Considerations***

Not applicable.

***Community Engagement***

Not applicable.

***Environmental Implications***

Not applicable.

***Communication***

Not applicable.

***Options***

Option 1 – Reject proposed recommendations

This option is not recommended by officers as it is contrary to Council's earlier resolution.

Option 2 – Adopt proposed recommendations

This option is recommended by officers as it is consistent with Council's resolution.

***Conclusion***

Quarterly reporting of Councillor allowances and expenses provides an opportunity for transparency and openness in relation to these costs.



**4.2 Quarterly Report Outlining Councillor Allowances and Expenses - 1 October 2017 to 31 December 2017**

**APPENDIX 1 SURF COAST SHIRE - QUARTER 2 - COUNCILLOR PAYMENT SUMMARY - 1 OCTOBER TO 31 DECEMBER 2017**



Surf Coast Shire Councillor Payment Summary between 1 October to 31 December 2017										
Councillor	Allowances (\$)	Expenses Reimbursed				Items Provided			Contributions	Total (\$)
		Parking (\$)	Phone (\$)	Travel (\$)	Company Director Education & Membership (\$)	Motor Vehicle (\$)	Mobile Phone (\$)	Internet (\$)	By Councillors (\$)	
Cr Brian McKitterick *	15,611	-	-	-	-	955	319	27	90	16,822
Cr Carol McGregor	7,322	-	-	3,562	-	-	209	64	-	11,157
Cr Clive Goldsworthy	7,322	-	-	2,203	-	-	294	55	-	9,874
Cr David Bell **	14,367	-	-	-	-	1,332	78	64	-	15,841
Cr Heather Wellington	7,322	-	-	-	-	-	78	53	-	7,453
Cr Libby Coker	7,322	-	-	-	-	-	235	64	-	7,620
Cr Margot Smith	7,322	-	-	1,865	523	-	109	50	-	9,869
Cr Martin Duke	7,322	-	-	288	-	-	102	27	-	7,739
Cr Rose Hodge	7,322	-	-	-	-	-	247	64	120	7,513
<b>Total</b>	<b>81,233</b>	<b>-</b>	<b>-</b>	<b>7,919</b>	<b>523</b>	<b>2,286</b>	<b>1,671</b>	<b>466</b>	<b>210</b>	<b>93,888</b>

**Notes:**

\* Cr Brian McKitterick (Mayor period: 08/11/2016 - 08/11/2017).

\*\* Cr David Bell (Mayor period: 08/11/2017 - Present).

Contributions by Councillors are towards mobile phone and internet expenditure.

Mobile phone and internet expenditure excludes December expenditure (awaiting invoice).

Figures exclude GST.

#### 4.3 Quarterly Finance Report - October to December 2017

**Author's Title:** Coordinator Management Accounting      **General Manager:** Anne Howard  
**Department:** Finance      **File No:** F17/954  
**Division:** Governance & Infrastructure      **Trim No:** IC18/61

**Appendix:**

1. December 2017 Quarterly Finance Report (D18/4994)

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

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

Yes

No

**Reason:** Nil

**Status:**

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

Yes

No

**Reason:** Nil

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**Purpose**

The purpose of this report is to receive and note the October to December 2017 Quarterly Finance Report.

**Summary**

The October to December 2017 Quarterly Finance report includes the Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows, Statement of Changes in Equity and Statement of Capital Works.

**Recommendation**

That Council note the quarterly financial report for October to December 2017.

### 4.3 Quarterly Finance Report - October to December 2017

#### **Report**

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

Council reports quarterly on its financial results in accordance with section 138 of the Local Government Act.

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

Quarterly financial statements included with the attached report include:

- Comprehensive Income Statement:
  - Comparison of Council's actual versus budget income and revenue for the quarter ending 31 December 2017.
- Balance Sheet:
  - Comparison of Council's actual assets and liabilities versus budget as at 31 December 2017.
- Statement of Cash Flows:
  - Statement of cash flows related to Council's actual operations and activities, and reconciliation to Council's total cash holdings versus budget for the quarter ending 31 December 2017.
- Statement of Changes in Equity:
  - Council's actual equity position versus budget as at 31 December 2017.
- Statement of Capital Works:
  - Statement of Council's capital works expenditure versus budget for the quarter ending 31 December 2017.

Council's year to date net surplus is \$30.6 million, which is \$5.9 million ahead of the year to date budget. This is mainly due to receipt of unbudgeted grants relating to the capital program, the timing of delivery of programs and expensed capital works projects.

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

Financial implications of variances to budget at the end of December do not fully determine the financial position at year end. The end of December figures will inform a rigorous financial year forecast to be undertaken in the next few weeks.

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

Theme	5 High Performing Council
Objective	5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives
Strategy	5.1.1 Establish long-term financial principles and incorporate into the long-term financial plan

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

Section 138(1) of the Local Government Act states that:

*'At least every 3 months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure is presented to the Council at a Council meeting which is open to the public.'*

The Quarterly Finance Report fulfils this requirement.

##### ***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.

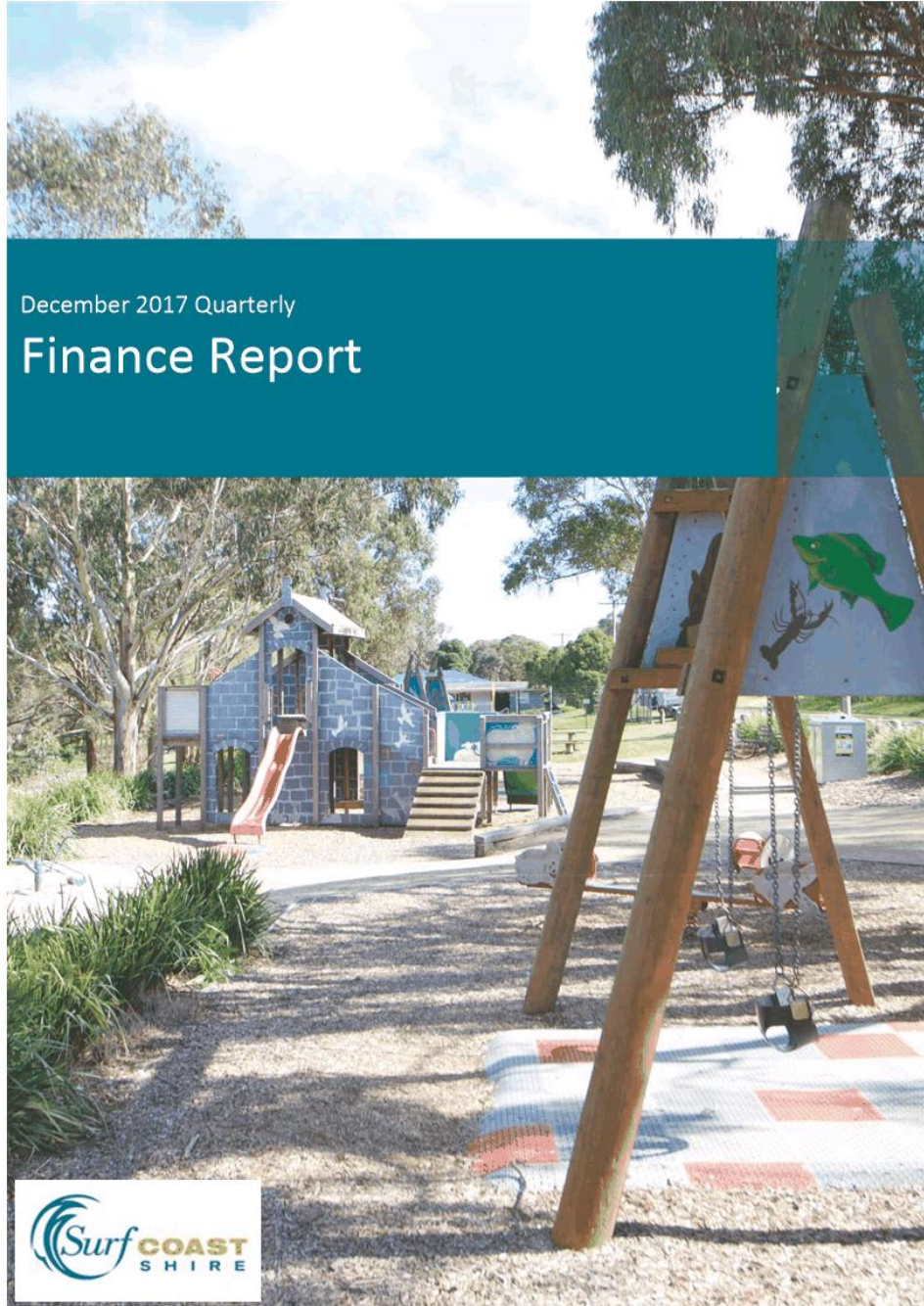
##### ***Conclusion***

Council remains in a sound financial position.

**4.3 Quarterly Finance Report - October to December 2017**

**APPENDIX 1 DECEMBER 2017 QUARTERLY FINANCE REPORT**

4.3 Quarterly Finance Report - October to December 2017



### 4.3 Quarterly Finance Report - October to December 2017

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## 4.3 Quarterly Finance Report - October to December 2017

### 1 Comprehensive Income Statement

For the quarter ended 31 December 2017

Notes	YTD	YTD	Annual	Variances		Variances	
	Actuals	Budget	Budget	Actual v	Actual v	Actual v	Actual v
	\$'000	\$'000	\$'000	YTD Budget	%	Annual Budget	%
<b>Income</b>							
Rates and charges	49,421	49,116	49,353	305	1%	69	0%
Statutory fees and fines	963	821	1,890	143	17%	(926)	49%
User charges	3,170	3,050	6,168	120	4%	(2,997)	49%
Grants - Operating	1 3,620	2,885	5,832	735	25%	(2,212)	38%
Grants - Capital	2 2,023	398	2,378	1,625	408%	(355)	15%
Contributions - monetary	1,952	1,784	3,554	168	9%	(1,602)	45%
Contributions - non-monetary assets			12,580		0%	(12,580)	100%
Net gain/(loss) on disposal of property infrastructure, plant and equipment	188	80	1	108	136%	188	24471%
Other Income	566	441	883	124	28%	(317)	36%
<b>Total Income</b>	<b>61,906</b>	<b>58,576</b>	<b>82,639</b>	<b>3,329</b>	<b>754%</b>	<b>(20,733)</b>	<b>25%</b>
<b>Expenses</b>							
Employee costs	3 13,471	14,266	29,394	795	6%	15,923	54%
Materials and services	4 10,418	12,607	24,917	2,188	17%	14,498	58%
Bad and doubtful debts		36	44	8	18%	44	55%
Depreciation	5 6,282	5,798	11,597	(484)	8%	5,315	46%
Borrowing costs		510	510		0%	521	51%
Asset write offs		48	69	21	30%	366	88%
Other Expenses		585	1,255	90	13%	670	53%
<b>Total expenses</b>	<b>31,350</b>	<b>33,969</b>	<b>68,686</b>	<b>2,619</b>	<b>8%</b>	<b>37,336</b>	<b>54%</b>
<b>Surplus/(deficit) for the year</b>	<b>30,556</b>	<b>24,607</b>	<b>13,952</b>	<b>5,948</b>	<b>24%</b>	<b>16,603</b>	<b>119%</b>
<b>Other Comprehensive Income</b>							
<b>Items that will not be reclassified to surplus or deficit in future periods</b>							
Net asset revaluation increment			1,103		0%	(1,103)	100%
<b>Total Comprehensive Result</b>	<b>30,556</b>	<b>24,607</b>	<b>15,055</b>	<b>5,948</b>	<b>24%</b>	<b>15,500</b>	<b>103%</b>

1. Operating Grants additional Grants Commission and timing of operations and operating projects.
2. Grants Capital unbudgeted Cape Otway Road Widening, Forest Road Pavement Rehab and Cressy Road.
3. Employee costs, variance is mainly due to vacancies.
4. Materials and Services, variance mainly relates to timing of delivery of programs and expensed capital works.
5. Depreciation, variance mainly attributable to revaluation of asset class in prior year and moving plant from reducing balance to straight line depreciation.



## 4.3 Quarterly Finance Report - October to December 2017

### 2 Balance Sheet

As at 31 December 2017

Notes	YTD Actuals \$'000	YTD Budget \$'000	Annual Budget \$'000	Variances Actual v YTD Budget		Variances Actual v Annual Budget	
				\$'000	%	\$'000	%
<b>Assets</b>							
<b>Current assets</b>							
Cash and cash equivalents	1 2,043	20,483	21,208	(18,441)	90%	(19,165)	90%
Trade and other receivables	2 26,772	26,876	3,082	(104)	0%	23,690	769%
Other financial assets	1 37,420	15,000	15,000	22,420	149%	22,420	149%
Inventories	270	293	299	(23)	8%	(29)	10%
Non-current assets classified as held for sale	-	280	-	(280)	100%	-	0%
Other assets	304	310	553	(6)	2%	(249)	45%
<b>Total current assets</b>	<b>66,809</b>	<b>63,242</b>	<b>40,141</b>	<b>3,567</b>	<b>6%</b>	<b>26,668</b>	<b>66%</b>
<b>Non current assets</b>							
Trade and other receivables	31	70	70	(39)	56%	(39)	56%
Other financial assets	1 -	1,000	1,000	(1,000)	100%	(1,000)	100%
Property, infrastructure plant & equipment	2 517,400	475,165	492,532	42,235	9%	24,868	5%
Investments in associates and joint ventures	457	537	537	(80)	15%	(80)	15%
<b>Total non current assets</b>	<b>517,888</b>	<b>476,771</b>	<b>494,138</b>	<b>41,117</b>	<b>9%</b>	<b>23,750</b>	<b>5%</b>
<b>Total assets</b>	<b>584,697</b>	<b>540,013</b>	<b>534,279</b>	<b>44,684</b>	<b>8%</b>	<b>50,417</b>	<b>9%</b>
<b>Liabilities</b>							
<b>Current liabilities</b>							
Trade and other payables	1,897	1,500	3,688	(397)	26%	1,791	49%
Trust funds and deposits	2,126	2,260	1,900	134	6%	(226)	12%
Provisions	5,495	5,831	5,165	336	6%	(330)	6%
Interest bearing liabilities	348	348	951	0%	0%	602	63%
Other Liabilities	137	36	36	(101)	280%	(101)	280%
<b>Total current liabilities</b>	<b>10,004</b>	<b>9,975</b>	<b>11,740</b>	<b>(28)</b>	<b>0%</b>	<b>1,736</b>	<b>15%</b>
<b>Non current liabilities</b>							
Provisions	3 11,585	12,471	12,475	886	7%	890	7%
Interest bearing liabilities	14,262	14,262	16,311	()	0%	2,049	13%
<b>Total non current liabilities</b>	<b>25,846</b>	<b>26,732</b>	<b>28,786</b>	<b>886</b>	<b>3%</b>	<b>2,940</b>	<b>10%</b>
<b>Total liabilities</b>	<b>35,850</b>	<b>36,708</b>	<b>40,526</b>	<b>858</b>	<b>2%</b>	<b>4,676</b>	<b>12%</b>
<b>Net assets</b>	<b>548,847</b>	<b>503,306</b>	<b>493,754</b>	<b>45,541</b>	<b>9%</b>	<b>(55,093)</b>	<b>11%</b>
<b>Equity</b>							
Accumulated surplus	244,694	221,992	214,044	22,702	10%	30,650	14%
Assets revaluation reserve	281,199	257,211	243,634	23,988	9%	37,565	15%
Other reserves	22,953	24,102	36,076	(1,149)	5%	(13,122)	36%
<b>Total equity</b>	<b>548,847</b>	<b>503,306</b>	<b>493,754</b>	<b>45,541</b>	<b>9%</b>	<b>(55,093)</b>	<b>11%</b>

1. Total cash and investment holdings variance is \$4.7m, mix of short and medium term investments weighted differently.

2. Property, infrastructure plant & equipment opening balance \$42m higher than forecast mainly due to revaluation and recognition of previously unrecognised assets.

3. Provision variance is mainly due to a lower actual opening balance compared to forecast.

### 4.3 Quarterly Finance Report - October to December 2017

### 3 Statement of Cash Flows

For the quarter ended 31 December 2017

Notes	YTD Actuals \$'000	YTD Budget \$'000	Annual Budget \$'000	Variances Actual v YTD Budget		Variances Actual v Annual Budget		
				\$'000	%	\$'000	%	
<b>Cash flow from operating activities</b>								
Rates and charges	1	27,169	25,261	49,353	1,907	8%	(22,184)	45%
Grants - operating		2,690	2,987	6,032	(297)	10%	(3,343)	55%
Grants - capital	2	2,023	398	2,378	1,625	408%	(355)	15%
Contributions		1,952	1,784	3,554	168	9%	(1,602)	45%
Interest received		631	441	883	190	43%	(252)	28%
Statutory fees and fines		963	821	1,890	143	17%	(926)	49%
User charges		3,220	3,398	6,323	(178)	5%	(3,102)	49%
Net GST refund/payment		2,743	2,144	4,029	599	28%	(1,286)	32%
Deposits received/(refunded)		(525)	397	37	(922)	232%	(562)	1509%
Employee costs		(13,560)	(14,236)	(29,335)	676	5%	15,775	54%
Materials and Services		(18,580)	(18,404)	(31,933)	(176)	1%	13,353	42%
<b>Net cash provided from operating activities</b>		<b>8,727</b>	<b>4,991</b>	<b>13,211</b>	<b>3,736</b>	<b>75%</b>	<b>(4,484)</b>	<b>34%</b>
<b>Cash Flows from investing activities</b>								
Proceeds from sale of property, plant & equipment		202	577	928	(376)	65%	(726)	78%
Payments for property, plant, equipment & infrastructure assets		(7,423)	(8,163)	(18,140)	739	9%	10,716	59%
Cash Flows from investing activities		(1,040)	-	-	(1,040)	0%	(1,040)	0%
<b>Net cash used in investing activities</b>		<b>(8,262)</b>	<b>(7,586)</b>	<b>(17,212)</b>	<b>(676)</b>	<b>9%</b>	<b>8,950</b>	<b>52%</b>
<b>Cash flows from financing activities</b>								
Finance costs		(510)	(510)	(1,031)	-	0%	521	51%
Proceeds from interest bearing loans and borrowings		-	-	3,000	-	0%	(3,000)	100%
Repayment of interest bearing loans and borrowings		(327)	(327)	(675)	(-)	0%	348	52%
<b>Net cash provided from financing activities</b>		<b>(837)</b>	<b>(837)</b>	<b>1,294</b>	<b>(-)</b>	<b>0%</b>	<b>(2,131)</b>	<b>165%</b>
<b>Net increase/(decrease) in cash &amp; cash equivalents held</b>		<b>(371)</b>	<b>(3,431)</b>	<b>(2,706)</b>	<b>3,060</b>	<b>89%</b>	<b>2,335</b>	<b>86%</b>
Cash & cash equivalents at the beginning of the period		2,414	23,914	23,914	(21,500)	90%	(21,500)	90%
<b>Cash &amp; cash equivalents at the end of the period</b>		<b>2,043</b>	<b>20,483</b>	<b>21,208</b>	<b>(18,441)</b>	<b>90%</b>	<b>(19,165)</b>	<b>90%</b>
Investments (current and non-current financial assets)		37,420	16,000	16,000	21,420	134%	21,420	134%
<b>Total cash &amp; investments at the end of the period</b>		<b>39,463</b>	<b>36,483</b>	<b>37,208</b>	<b>2,979</b>	<b>8%</b>	<b>2,255</b>	<b>6%</b>

1. Rates & Charges received earlier than expected.
2. Grants Capital unbudgeted Cape Otway Road Widening, Forest Road Pavement Rehab and Cressy Road.

### 4 Statement of Changes in Equity

As at 31 December 2017

	YTD Actuals \$'000	YTD Budget \$'000	Annual Budget \$'000	Variances Actual v YTD Budget		Variances Actual v Annual Budget	
				\$'000	%	\$'000	%
Equity Opening Balance	518,291	478,698	478,698	39,593	8%	39,593	8%
Surplus for the Year	30,556	24,607	13,952	5,948	24%	16,603	119%
Net Asset Revaluation	-	-	1,103	-	0%	(1,103)	100%
<b>Total Equity</b>	<b>548,847</b>	<b>503,306</b>	<b>493,754</b>	<b>45,541</b>	<b>9%</b>	<b>55,093</b>	<b>11%</b>

### 4.3 Quarterly Finance Report - October to December 2017

#### 5 Statement of Capital Works

As at 31 December 2017

Notes	YTD	YTD	Annual	Variances		Variances		
	Actuals	Budget	Budget	Actual v	YTD Budget	Actual v	Annual Budget	
	\$'000	\$'000	\$'000	\$'000	%	\$'000	%	
<b>Property</b>								
Land	-		1	(1)	567%	1	0%	
Buildings	3,050	2,376	5,280	(674)	28%	2,230	42%	
<b>Total Property</b>	<b>3,050</b>	<b>2,376</b>	<b>5,281</b>	<b>(675)</b>		<b>2,231</b>	<b>42%</b>	
<b>Plant and Equipment</b>								
Plant, Machinery and Equipment	474	720	1,600	246	34%	1,126	70%	
Computers and Telecommunications	257	449	998	192	43%	741	74%	
Fixtures, Fitting and Furniture		2	5	2	97%	5	99%	
<b>Total Plant and Equipment</b>	<b>731</b>	<b>1,171</b>	<b>2,603</b>	<b>440</b>		<b>1,872</b>	<b>72%</b>	
<b>Infrastructure</b>								
Roads	2,885	3,422	7,604	537	16%	4,719	62%	
Bridges	17	18	40	1	3%	23	56%	
Carparks	6	-	-	(6)	0%	(6)	0%	
Footpaths and Cycleways	90	122	271	32	26%	181	67%	
Drainage	164	159	353	(5)	3%	189	54%	
Parks, Open Space and Streetscapes	385	547	1,215	162	30%	830	68%	
Recreation, Leisure and Community Facilities	96	348	774	252	72%	678	88%	
Expensed Capital Works	3	691	1,724	3,830	1,033	60%	3,139	82%
Landfill Provision Works	507	566	1,258	59	10%	751	60%	
<b>Total Infrastructure</b>	<b>4,840</b>	<b>6,905</b>	<b>15,344</b>	<b>2,065</b>	<b>30%</b>	<b>10,504</b>	<b>68%</b>	
<b>Total Capital Works</b>	<b>8,621</b>	<b>10,452</b>	<b>23,227</b>	<b>1,831</b>	<b>18%</b>	<b>14,606</b>	<b>63%</b>	
<b>Represented by:</b>								
Renewal	2,007	2,588	5,751	580	22%	3,743	65%	
Upgrade	2,334	2,775	6,166	441	16%	3,832	62%	
Expansion	-	-	-	-	0%	-	0%	
New	3,082	2,800	6,223	(282)	10%	3,140	50%	
Expensed Capital Works	691	1,724	3,830	1,033	60%	3,139	82%	
Landfill Provision Works	507	566	1,258	59	10%	751	60%	
<b>Total Capital Works</b>	<b>8,621</b>	<b>10,452</b>	<b>23,227</b>	<b>1,831</b>	<b>18%</b>	<b>14,606</b>	<b>63%</b>	

1. Kurrambee Myaring Community Centre project timing.
2. Forest/Grays Road Upgrade project timing.
3. South Beach Rd/Surf Coast Hwy Intersection & Anglesea Landfill Cell 3 project timing.

#### 4.4 Instrument of Appointment and Authorisation - Planning and Environment Act 1987

**Author's Title:** Team Leader Governance

**General Manager:** Anne Howard

**Department:** Governance & Risk

**File No:** F17/51

**Division:** Governance & Infrastructure

**Trim No:** IC18/8

**Appendix:**

1. S11A Instrument of Appointment and Authorisation - Planning and Environment Act 1987 (D18/1162)

**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*, to remove Environmental Health Officer Emma Monteath and to include Environmental Health Officer Jonathan Brett and Local Laws Officers Rochelle Humphrey, Darcy Barling and Callum Thompson due to recent staff changes.

#### **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 to the Chief Executive Officer. 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 to remove Environmental Health Officer Emma Monteath, include Environmental Health Officer Jonathan Brett and include Local Laws Officers Rochelle Humphrey, Darcy Barling and Callum Thompson due to recent staff changes.

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 as shown in Appendix 1 be appointed and authorised as set out in the instrument.
2. Authorise the Chief Executive Officer to execute the instrument by affixing the common seal.
3. Authorise the Mayor to additionally sign the instrument in order for this to be fully executed.
4. The instrument comes into force immediately upon execution and remains in force until Council determines to vary or revoke it.

#### **4.4 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 23 May 2017. 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***

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

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.

The attached instrument of authorisation and appointment has been reviewed and updated to remove Environmental Health Officer Emma Monteath, include Environmental Health Officer Jonathan Brett and include Local Laws Officers Rochelle Humphrey, Darcy Barling and Callum Thompson due to recent staff changes.

Legal advice obtained from Maddocks in September 2017 advised that in the event that Environmental Health Officers are required to collect evidence in relation to a planning and / or VCAT matter, the relevant officers should be authorised officers under the *Planning and Environment Act 1987* - S11A instrument separate from those powers provided under the General - S11 Instrument which provides relevant powers for Environmental Health Officers generally for the collection of evidence for non-planning matters.

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

Not applicable.

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

Theme 5 High Performing Council  
Objective Nil  
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***

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

##### ***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.

#### **4.4 Instrument of Appointment and Authorisation - Planning and Environment Act 1987**

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

##### Option 1 – Endorse the updated instrument of authorisation and appointment.

This option is recommended by officers as it will ensure Environmental Health Officers and Local Laws Officers are appropriately authorised under the *Planning & Environment Act 1987*.

##### Option 2 – Not endorse the updated instrument of authorisation and appointment

This option is not recommended by officers as it will limit the authorisations and authority of Environmental Health Officers and Local Laws Officers.

##### ***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.

**4.4 Instrument of Appointment and Authorisation - Planning and Environment Act 1987**

**APPENDIX 1 S11A INSTRUMENT OF APPOINTMENT AND AUTHORISATION - 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
- Barbara Noelker
- Claire Cowan
- Andrew Hewitt
- Karen Campbell
- Maya Dougherty
- Bianca Wilkin
- Shaun Barling
- Jozo Majic
- Robert Pitcher
- Trevor Doueal
- Tony Rolfs
- John Bauer
- Luke Shanhun
- Wayne Sandars
- Ben O'Regan
- Adam Lee
- Sarah Farrer
- Rhonda Gambetta
- Jonathan Brett
- Rochelle Humphrey
- Darcy Barling
- Callum Thompson

**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.

Executed by the Chief Executive Officer on behalf of the Surf Coast Shire Council pursuant to the Council resolution dated 23 January 2018.

The COMMON SEAL of SURF COAST )  
SHIRE COUNCIL was affixed in the ) [  
presence of: )

.....  
Mayor

.....  
Chief Executive Officer

.....  
Date



#### 4.5 Submission to Victoria Grants Commission January 2018

**Author's Title:** Manager Finance

**General Manager:** Anne Howard

**Department:** Finance

**File No:** F17/781

**Division:** Governance & Infrastructure

**Trim No:** IC18/19

**Appendix:**

1. Draft Submission to Victoria Grants Commission - January 2018 (D17/152714)

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

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**Purpose**

The purpose of this report is to present key position points to form the basis of a submission to the Victoria Grants Commission regarding the allocation of Financial Assistance Grants to Local Government Authorities in Victoria.

**Summary**

The Victoria Grants Commission (VGC) allocates financial assistance grants from the Federal Government to local councils in Victoria. In 2016/17 the VGC allocated \$565.8m of federal grants to Victorian councils, of which Surf Coast Shire Council received approximately \$4.1m. Each year the VGC calls for submissions from councils regarding the method of allocating the grants between councils.

**Recommendation**

That Council authorise the Chief Executive Officer to submit a response to the Victoria Grants Commission regarding the allocation of funds to Local Government Authorities based on the draft submission attached to this report.

## 4.5 Submission to Victoria Grants Commission January 2018

### Report

#### **Background**

The Victoria Grants Commission (VGC) allocates financial assistance grants from the Federal Government to local councils in Victoria. In 2016/17 the VGC allocated \$565.8m of federal grants to Victorian councils, of which Surf Coast Shire Council received approximately \$4.1m. Each year the VGC calls for submissions from councils regarding the method of allocating the grants between councils.

#### **Discussion**

The federal assistance grants are allocated to councils based on a number of calculations using a range of socio-economic indicators and roads data. These calculations intend to give a fair indication of the burden on councils and the relative need in relation to grant assistance.

2017/18 Funding Allocations:	\$ 4.1m – Surf Coast Shire Council
	\$ 5.4m – Golden Plains Shire Council
	\$ 6.1m – Colac Otway Shire Council
	\$ 6.0m – Bass Coast Shire Council
	\$ 20.2m – Greater Geelong City Council

However, the calculations do not always reflect the true burden on Councils. For instance, some of the major “cost adjusters” used in the allocation of funds are based on population, and do not take into account the number of non-resident ratepayers that a council may have (and still needs to provide infrastructure and services to), or the number of tourists that use council assets and do not contribute to them.

The proposed submission to the VGC (appendix 1 to this report) will outline the issues faced by Surf Coast Shire Council and suggest how changing the basis for certain calculations may enable fairer outcomes in grant allocations.

#### **Financial Implications**

If a submission to the Victoria Grants Commission is successful, Council should receive a higher allocation of the annual financial assistance grants.

#### **Council Plan**

Theme	5 High Performing Council
Objective	5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives
Strategy	5.1.3 Develop innovative funding partnerships with community, business and government

#### **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.

#### **4.5 Submission to Victoria Grants Commission January 2018**

##### **Options**

##### Option 1 – Enter Submission to the VGC

This option is recommended by officers as it may lead to more equitable distribution of Federal Assistance Grants to Local Government Authorities in Victoria, including a higher allocation to Surf Coast Shire Council

##### Option 2 – Not enter a submission to the VGC

This option is not recommended by officers as it will not lead to any changes in how the VGC allocates grant funding.

##### **Conclusion**

It is recommended that Council authorise the Chief Executive Officer to submit a response to the Victoria Grants Commission regarding the allocation of funds to Local Government Authorities.

**4.5 Submission to Victoria Grants Commission January 2018**

**APPENDIX 1 DRAFT SUBMISSION TO VICTORIA GRANTS COMMISSION - JANUARY 2018**

Our Ref: D17/152714  
Contact: John Brockway (03) 5261 0600



31 January 2018

Mr John Watson  
Chairperson  
Victoria Grants Commission  
PO Box 500  
East Melbourne VIC 8002

1 Merrijig Drive  
Torquay, Victoria

**POST**  
PO Box 350, Torquay  
Victoria 3228

**PHONE**  
03 5261 0600

**FAX**  
03 5261 0525

**WEB**  
[www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au)

**EMAIL**

Dear John

**SUBMISSION TO VICTORIA GRANTS COMMISSION**

Surf Coast Shire Council is pleased to provide this submission to the Victoria Grants Commission regarding the allocation of commonwealth funding to Councils.

The attached briefing paper has been provided to you detailing matters which Council believe are worthy of your consideration in preparation of the Financial Assistance Grant allocations for the 2018/19 financial year.

Thank you for the opportunity to provide feedback to the Commission. Please do not hesitate to contact me on 5261 0600 should you wish to discuss any aspect of Council's submission.

Yours sincerely

**Keith Baillie**  
Chief Executive Officer

|



## Victoria Grants Commission Submission January 2018

Prepared by:

Surf Coast Shire Council

Tel: 03 5261 0600

Email: [jbrockway@surfcoast.vic.gov.au](mailto:jbrockway@surfcoast.vic.gov.au)

## About the Surf Coast Shire

Surf Coast Shire location



The Surf Coast Shire is located in south-western Victoria, 95km from Melbourne and 21km south of Geelong. With its internationally renowned beaches, bushland and rural environment, it is an appealing destination for visitors and a growing number of permanent residents.

Close proximity to Geelong and Melbourne mean that tourism plays a major part in the local economy, especially over the peak summer period where the local population more than triples, increasing from 30,000 to over 90,000 people.

There are a number of significant challenges that are unique to tourist destinations and Surf Coast Shire Council in particular:

**Population Growth:**

- The population in Torquay is growing strongly and greater investment is required in the provision of services and infrastructure for new residents.
- Substantial Growth in Greater Geelong is putting pressure on our services, particularly as many more people who don't live in the shire make use of our infrastructure and services without contributing to them. Large housing estates around the south of Geelong are being marketed as "coastal" living, with the beaches in the Surf Coast Shire being the closest to the area.

**Non Resident Ratepayers**

- The high number of holiday houses in the shire that are not occupied on census night (midweek in August) means that official population numbers do not reflect the extreme changes in the Shire's population between seasons and the burgeoning population over the summer period.
- Non-residents make up a much larger proportion of rate payers than in other local government areas, ranging from 40% of total rate payers in Winchelsea (rural hinterland) to nearly 80% in Lorne (coastal).

**Tourism**

- Growth in tourism is driving the local economy, encouraging private investment which in turn requires increased support from Council in the form of Infrastructure and services. Averaged over a full year, the Surf Coast Shire receives a higher number of overnight visitors (891) than popular northern state destinations Byron Bay (667) and Noosa (710).

**Economy**

- Whilst the Surf Coast Shire's population has increased above 30,000 for the first time, the number of people working in the shire is only estimated at 9,000. This means that many of our residents commute to either Geelong or Melbourne to work. As our population continues to grow (in Torquay in particular), there will need to be another 2,000 jobs created in the next 20 years just to maintain the current ratio of local employment.



**Detailed Submissions:**

Council has analysed the application of Cost Adjusters for the 2017/18 year and recommend the following:

**Recreation and Culture**

Currently the Major Cost Driver for Recreation and Culture is: **Population.**

We recommend that this should be changed to: **Modified Population Adjusted by Vacancy Rates (minimum 15,000)**

We also recommend the following changes to Cost Adjusters for Recreation and Culture:

Current Cost Adjusters		Recommended Cost Adjusters	
10%	Language	10%	Language
25%	Population Dispersion	30%	Population Dispersion
40%	Regional Significance	30%	Regional Significance
25%	Tourism	30%	Tourism
<b>100%</b>		<b>100%</b>	

**Basis for recommendations:**

- The population cost driver is not representative of the true costs to councils of providing the recreation and culture service as the data is collected in the extreme low season of visitation with high vacancy rates. Council still has to provide and maintain services and assets for residents whether they are in the property all year round or not.
- The provision of recreational assets is based on number of lots in subdivisions, not on the occupied or vacancy rate of those lots. Therefore Council must provide these assets and complimentary services whether the rate payer inhabits the property or not.
- Recreation and Culture assets are provided to meet demand. The Surf Coast Shire receives over 2.1 million visitors per year. The infrastructure and services provided by Council not only had to meet the needs of residents, but must also meet the additional demand placed on them by visitors and non-resident rate payers. High utilisation of assets and services over busy periods means additional costs for Council servicing these demands without any off-setting revenue opportunities. A good example of this is the cleaning of public toilets, which must occur much more frequently over peak periods, increasing council costs.
- Cultural services and assets (such as libraries) also experience increased demand over peak periods, due to both tourism and visitation of non-permanent ratepayers, increasing costs for Councils.

### **Traffic and Street Management**

Currently the Major Cost Driver for Traffic and Street Management is: **Population**.

We recommend that this should be changed to: **Modified Population Adjusted by Vacancy Rates (minimum 15,000)**

We also recommend the following changes to Cost Adjusters for Traffic and Street Management:

<b>Current Cost Adjusters</b>		<b>Recommended Cost Adjusters</b>	
10%	Economies of Scale	10%	Economies of Scale
15%	Population Dispersion	25%	Population Dispersion
25%	Population Growth	25%	Population Growth
35%	Regional Significance	25%	Regional Significance
15%	Tourism	15%	Tourism
<b>100%</b>		<b>100%</b>	

#### **Basis for recommendations:**

- The population cost driver is not representative of the true costs to councils of providing the Traffic and Street Management service as the data is collected in the extreme low season of visitation with high vacancy rates. Council still has to provide and maintain roads, footpaths, parking, and street lighting whether residents are in the property all year round or not.
- The provision of roads and associated assets are based on subdivisions and the density of lots within those subdivisions, not on the occupied or vacancy rate of those lots. Therefore Council must provide these assets and complimentary services whether the rate payer inhabits the property or not. Costs are not reduced for Council if non-resident ratepayers purchase some of the lots.
- Roads and associated assets are provided to meet demand. Council must cater to the high number of visitors received year-round. High utilisation of assets over busy periods means additional costs for Council servicing these demands without any off-setting revenue opportunities.
- Regional Significance should be given lower weighting when considering Traffic and Street management, as Vic Roads manage most of the key roads around the state. Instead, Council suggests that greater emphasis be given to population dispersion, where regional and rural authorities are responsible for maintaining safe and reliable links between small rural communities (which are not managed by Vic Roads).

**Environment**

Currently the Major Cost Driver for Environment is: **Modified Population Adjusted by Vacancy Rates (minimum 15,000).**

We recommend that this should be unchanged, however we recommend the following changes to Cost Adjusters for Environment:

Current Cost Adjusters		Recommended Cost Adjusters	
10%	Economies of Scale	10% <del>5%</del>	<del>Tourism</del> Economies of Scale
30%	Environmental Risk	30%	Environmental Risk
25%	Population Dispersion	20 <del>5%</del>	Population Dispersion
10%	Population Growth	20 <del>10%</del>	Population Growth
25%	Remoteness	20%	Remoteness
		10%	Tourism
<b>100%</b>		<b>100%</b>	

**Basis for recommendations:**

- Tourism has a major impact in the natural environment. The rise in eco-tourism has placed higher pressure on the natural environment, and hence increased demand on local authorities managing these assets.
- Population growth adds significant pressure to the local environment and should be more highly represented as a cost adjuster.

**Aged and Disability Services**

Currently the Major Cost Driver for Aged and Disability Services is: **Population > 60 Years & Disabled Pensioners & Carers.**

We recommend that this should be unchanged, however we recommend the following changes to Cost Adjusters for Aged and Disability Services:

Current Cost Adjusters		Recommended Cost Adjusters	
20%	Aged Pensioners	40%	Aged Pensioners
20%	Language	10%	Language
30%	Population Dispersion	30%	Population Dispersion
30%	Socio-Economic	20%	Socio-Economic
<b>100%</b>		<b>100%</b>	

**Basis for recommendations:**

- Aged Pensioners are clearly the greatest influence on this service, and the Grants Commission can ensure consistency with Family and Community Services (where population <6yo is 40% of cost adjuster) by increasing the percentage of this cost driver.

- [The socio-economic cost adjuster should be weighted lower for aged and disability services, as people are more likely in general to access these services > 60 years old irrespective of their socio-economic circumstances.](#)
- 

DRAFT

#### 4.6 2018 General Valuation

**Author's Title:** Coordinator Revenue

**General Manager:** Anne Howard

**Department:** Finance

**File No:** F16/484

**Division:** Governance & Infrastructure

**Trim No:** IC18/7

**Appendix:**

Nil

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

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#### **Purpose**

The purpose of this report is to seek Council's authorisation for the general valuation of all rateable land in the municipal district.

#### **Summary**

The Valuation of Land Act 1960 outlines Council's obligations in regard to the conduct of general valuations of property within the Local Government Area, with particular reference to Part 2 – Valuations for Local Government Act 1989. Council must cause a general valuation of rateable land within the municipal district to be made as at 1 January 2018 and return the valuation to Council before 30 June 2018.

A valuation authority proposing to make a general valuation must also give not less than one month's notice of the decision to cause the valuation to be made to the Valuer-General and every other rating authority interested in the valuation of land in the municipal district.

This report recommends that Council resolve to cause a general valuation to be made of all rateable properties within the Surf Coast Shire to be made as at 1 January 2018, and returned to Council before 30 June 2018.

#### **Recommendation**

That Council:

1. Cause a general valuation of all rateable land within the Surf Coast Shire to be made as at 1 January 2018 and returned to Council before 30 June 2018, in accordance with Section 11 of the Valuation of Land Act 1960.
2. Communicate with the community during the course of the valuation process.

## 4.6 2018 General Valuation

### **Report**

#### ***Background***

The Valuation of Land Act 1960 outlines Council's obligations in regard to the conduct of general valuations of property within the Local Government Area, with particular reference to Part 2 – Valuations for Local Government Act 1989. Council must cause a general valuation of rateable land within the municipal district to be made as at 1 January 2018 and return the valuation to Council before 30 June 2018.

Council awarded the variation to the tender for the provision of valuation services for another two years at its meeting held on 13 September 2016. The current contract was due to expire on 30 September 2018 however as per changes to the Valuation of Land Act, the Valuer Generals Office will now be completing the annual general valuation on a yearly basis commencing 1 July 2018.

it is now the appropriate time for Council to resolve to cause a general valuation to be made of all rateable properties in the municipality per the Valuation of Land Act 1960, being made as at 1 January 2018.

#### ***Discussion***

Section 11 explains that "A valuation authority must, for the purposes of the Local Government Act 1989, cause a general valuation of rateable land within the relevant municipal district to be made as at 1 January in every even calendar year and returned to—

(a) the valuation authority; and

(b) if the valuation authority is not the rating authority, the rating authority — before 30 June in that year."

Section 6(1) explains "A valuation authority proposing to make a general valuation must give not less than one month's notice of the decision to cause the valuation to be made to—

(a) every other rating authority interested in the valuation of land in the relevant municipal district; and

(b) in the case of a council general valuation or a collection agency general valuation, the valuer-general."

A Council resolution to cause a general valuation to be made of all rateable properties within the Surf Coast Shire as at 1 January 2018 is required in order to proceed with the 2018 valuation.

The extended valuation contract specifications include a series of time lines to be achieved during the valuation process, with the Valuation Return date remaining as 31 March, which is within the Valuation of Land Act requirement of "30 June in that year".

Following the resolution of Council to cause a valuation, the applicable notification will be forwarded to the Valuer-General's Office, the State Revenue Office, neighbouring shires and other statutory authorities.

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

The costs of the 2018 general valuation will be applied to the 2017/18 financial year and is budgeted accordingly.

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

Theme 5 High Performing Council

Objective 5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives

Strategy 5.1.1 Establish long-term financial principles and incorporate into the long-term financial plan

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

A Council resolution to cause a general valuation of rateable land in the municipal district is a requirement under the Valuation of Land Act 1960 as outlined in the discussion.

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

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

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

Not Applicable.

#### **4.6 2018 General Valuation**

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

Not Applicable.

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

Not Applicable.

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

Not Applicable.

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

Ratepayers will be informed of the 2016 general valuation process prior to the issue of the 2016/17 Rate Notices through Council's Groundswell newsletter and other relevant media.

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

Council must cause a general valuation of all properties in the municipality in order to comply with the Valuation of Lands Act and the Local Government Act. Council has no option other than to comply.

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

That Council cause a general valuation of all rateable land within the Surf Coast Shire to be made as at 1 January 2018 and returned to Council before the 30 June 2018, in accordance with Section 11 of the Valuation of Land Act, 1960.

#### 4.7 Funding Application for Problem Waste Management Facility at Anglesea Transfer Station

**Author's Title:** Coordinator Waste Management

**General Manager:** Anne Howard

**Department:** Engineering Services

**File No:** F17/203

**Division:** Governance & Infrastructure

**Trim No:** IC18/43

**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 seek ratification of a funding application to establish a problem-waste receival facility at the Anglesea Transfer Station to receive problem waste as well as required funding commitment in the event that the application is successful.

#### Summary

Surf Coast Shire residents and businesses do not currently have access to a facility to dispose of problem materials such as paints, gas bottles, household batteries and fluorescent tubes/globes. How most of these items are disposed of is unknown but it is suspected they are illegally dumped or disposed of inappropriately and end up in landfill. Council regularly receives enquiries about where these items could be taken but the nearest location is 45-60 minutes distance (each way).

Soft plastics have been recognised as an environmental issue, particularly when not disposed of correctly, therefore there is an emerging demand for recycling them. Currently the only option is for small quantities to be returned to supermarkets however this service is limited. The proposed facility will provide the opportunity for all Surf Coast residents and businesses to recover and recycle larger volumes of soft plastics.

Officers believe that a problem waste facility is valuable to the community and intend to seek support for this facility as part of Council development of the 2018/19 budget.

Recently Council had the opportunity to apply for a 50% contribution to establish a facility through a Sustainability Victoria funding program, significantly reducing the contribution required by Council. Council must contribute a minimum of 50% and it is proposed that this would be funded from the Waste Reserve in 2018/19. Applications for this funding program closed on 12 January 2017 and officers submitted an application to ensure that Council didn't miss out on the immediate opportunity. Officers now seek ratification of this application and if this support is not granted then the application will be withdrawn and Council can consider the project again in the future.

#### Recommendation

That Council:

1. Ratify the lodgement of the application for funding for the Problem Waste Receival Facility to be established at the Anglesea Transfer Station;
2. Approve matching funding of \$77,500 from the Waste Reserve for the project in the event that the funding application is successful; and
3. Authorise the Chief Executive Officer to execute funding agreements if the application is successful.



## 4.7 Funding Application for Problem Waste Management Facility at Anglesea Transfer Station

### Report

#### **Background**

Surf Coast residents and businesses do not currently have access to a facility to dispose of problem materials such as paints, gas bottles, household batteries and fluorescent tubes/globes. How most of these items are disposed of is unknown but it is suspected they are illegally dumped or disposed of inappropriately and end up in landfill. Council regularly receives enquirers of where these items could be taken but unfortunately the nearest location is 45-60 minutes drive each way.

Soft plastics have been recognised as an environmental issue, particularly when not disposed of correctly, therefore there is an emerging demand for recycling them. Currently the only option is for small quantities to be returned to supermarkets however this service is limited. The proposed facility will provide the opportunity for all Surf Coast residents and businesses to recover and recycle larger volumes of soft plastics.

#### **Discussion**

A project has been developed to establish a problem waste facility at the Anglesea Transfer Station. The facility will consist of an enclosed shed and associated infrastructure to handle and store the waste streams. It is also proposed that a purpose designed and constructed trailer would also be acquired to service the Lorne and Winchelsea Transfer Stations broadening the service to the whole Shire without the incurred costs of establishing additional permanent facilities.

There is currently an opportunity for Council to apply for a 50% contribution to this project through a Sustainability Victoria funding program, significantly reducing the contribution required by Council. Council must contribute a minimum of 50% and officers propose that this would be funded from the Waste Reserve in 2018/19.

The project is consistent with a range of strategic documents at a state, regional and municipal level and the estimated project budget required is \$155,000, with Council's contribution being \$77,500.

#### **Financial Implications**

The matching funding will be covered by the Waste Reserve. It is expected operational labour expenses will not increase as they will be covered under existing staff and contract arrangements. Some of the items such as gas bottles are collected free of charge. Those that do incur processing costs will be covered by existing charges on other waste streams.

#### **Council Plan**

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

Theme	2 Environmental Leadership
Objective	2.2 Improve the re-use of resources
Strategy	2.2.2 Develop and implement a waste reduction program to increase the life of the landfill

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

There are no known legal or policy ramifications of proceeding with the funding application or proposed waste facility.

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

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

#### **Risk Assessment**

Inappropriate disposal of items such as gas bottles and paints are currently putting people and the environment at risk. Paints, fluorescent tubes, and household batteries all contain chemicals that are detrimental to the environment if not managed and disposed of correctly. Gas bottles, even when empty pose an explosion risk as they contain remnant gas. Several instances have been encountered at Surf Coast waste facilities where gas bottles have been hidden within waste putting staff, contractor and the public at risk. By providing a location to dispose of these items reduces the risks associated with inappropriate disposal.

#### **4.7 Funding Application for Problem Waste Management Facility at Anglesea Transfer Station**

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

Surf Coast residents and businesses do not currently have access to a facility to dispose of problem materials such as paints, gas bottles, household batteries and fluorescent tubes/globes. How most of these items are disposed of is unknown but it is suspected they are illegally dumped or disposed of inappropriately and end up in landfill. Council regularly receives enquirers of where these items could be taken but unfortunately the nearest location is 45-60 minutes drive each way.

Soft plastics have been recognised as an environmental issue, particularly when not disposed of correctly, therefore there is an emerging demand for recycling them. Currently the only option is for small quantities to be returned to supermarkets however this service is limited. The proposed facility will provide the opportunity for all Surf Coast residents and businesses to recover and recycle larger volumes of soft plastics.

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

No specific community engagement has been undertaken; however Council regularly receive enquiries regarding how they can dispose of the items intended for this facility.

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

The current disposal method of items such as gas bottles, paints etc is largely unknown; however it is suspected many items are either illegally dumped or end up in landfill. Providing a convenient location for disposal of these materials will ensure they are managed and recycled appropriately benefiting the greater environment.

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

If the funding application is successful, a media campaign will be undertaken advising residents of the facility when it becomes operational.

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

###### **Option 1 – Council endorse the funding application and 50% contribution for 2018/19**

This option is recommended by officers as the proposed facility addresses a current gap in waste disposal within Surf Coast Shire. Providing a facility to dispose of problem materials results in better environmental and social outcomes with reduced risks to staff, contractors and the public.

###### **Option 2 – Council not endorse the funding application and the application is subsequently withdrawn**

This option is not recommended by officers as the current inappropriate disposal will continue to represent a risk to staff, contractors, the public and the environment.

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

There is an opportunity for Council to receive funding for establishing a problem waste facility at Anglesea Transfer Station. It is recommended that Council endorse the funding application and approve the matching funding from the Waste Reserve in 2018/19.

## 5. ENVIRONMENT & DEVELOPMENT

### 5.1 Event Grants Program - 2018-2019

**Author's Title:** Business Support Officer  
**Department:** Economic Development & Tourism  
**Division:** Environment & Development

**General Manager:** Ransce Salan  
**File No:** F16/1393  
**Trim No:** IC17/1527

**Appendix:**

1. Event Grants Program - 2018-2019 - Supported Events (D17/143309)

**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 pre-allocate funding for major and community event grants for the 2018- 2019 financial year.

#### Summary

Released each September to inform funding for the next financial year, the Event Grants Program has now been running for 4 years. In this time the program has assisted to increase the number off peak major events and sustain a large volume of community events.

A total of 26 applications were received across the two programs seeking a combined total of \$119,050 in funding requests under the 2018 – 2019 funding round.

Twenty submissions were received under the community grants category, with 6 submissions received in the major category.

Of the 20 community event grants assessed by officers:

- 1 submission (Australian Indigenous Surf Titles) was moved to the major event category due to its nationally based target audience.
- 4 submissions were deemed ineligible due to 2 being funding raising events in nature, 1 better suited to an alternative funding program and 1 being a poor application with no detail.
- 15 submissions are supported for funding to a value of \$25,450.

Of the 7 major event grants assessed by officers (including the Australian Indigenous Surf Titles submission which was moved from community grants by officers):

- All 7 submissions are supported to a value of \$53,000.

Therefore, a total of 22 submissions are supported for funding across the 2 categories to a total value of \$78,450. A breakdown of the events and proposed allocations by Ward is as follows in Table 1:

Ward	Submitted	Eligible & Supported	Proposed Allocation
Anglesea	9	8	\$44,000
Lorne	5	3	\$3,500
Torquay	10	9	\$26,950
Winchelsea	1	1	\$1,500
Shire Wide	1	1	\$2,500
<b>Total</b>	<b>26</b>	<b>22</b>	<b>\$78,450</b>

Table 1: Proposed event funding allocations by Ward

Given the strong level of community event submissions compared to major event submissions it is suggested community event grants receive a greater than usual funding allocation.

## 5.1 Event Grants Program - 2018-2019

### Recommendation

That Council:

1. Approve the supported events and their respective funding amounts contained in Table 3 for major and community events and pre-commit \$78,450 in the 2018/2019 Event Grants Program budget.
2. Authorise officers to enter into Funding Agreements with all successful event grant applicants.
3. Authorise officers to advise all unsuccessful and successful grant applicants in writing.
4. Authorise officers to release the Event Grants Program for 2019/2020 in September 2018.
5. Note that the community event which received funding under the event grant program at the 24 January 2016 Council Meeting, being National Trust HeyDay Fashion event is no longer proceeding due to unforeseen circumstances.
6. Note the \$5,000 favourable budget variance expected to be realised at the end of the 2017–2018 financial year.

## 5.1 Event Grants Program - 2018-2019

### 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 supports 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 (funding of \$10,000 or more). 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 in accordance with the following assessment criteria in Table 2 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 marketing 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 2: Event Grant Program Assessment Criterion for Major and Community events

To support the release of the Event Grant Program a suite of communications were undertaken to inform both past and potential future event organisers. Efforts were made to establish updated contact emails to assist with notifications. Details of various actions are contained in the community engagement section of this report.

As part of applying for 2018 – 2019 event organisers were required to show that they understood the need to comply with Child Safe regulations at events. This was a mandatory part of the application process.

#### **Discussion**

##### Submissions

The current round of the Event Grant Program (for events to be held in the 2018 – 2019 financial year) opened on 1 September 2017 and closed on 8 October 2017.

A total of 26 applications were received across the two event categories, seeking a combined total of \$119,050 in funding requests. While this figure is lower than previous years the fund is still quite competitive and exceeds the available budget. A breakdown of submissions can be seen in Appendix 1.

## 5.1 Event Grants Program - 2018-2019

Given the level of funding being sort through submissions under the major event category; more explanation has been provided. Greater explanation has also been provided for community events seeking above \$2,000.

Twenty submissions were received under the community grants category, with 6 submissions received in the major category.

Of the 20 community event grants assessed by officers:

- The total value of funding requested under the submissions was \$62,050.
- 1 submission (Australian Indigenous Surf Titles) was moved to the major event category due to its nationally based target audience.
- 4 submissions were deemed ineligible due to 2 being fund raising events in nature, 1 better suited to an alternative funding program and 1 having insufficient detail as required for assessment.
- 15 submissions were supported for funding to a value of \$25,450.

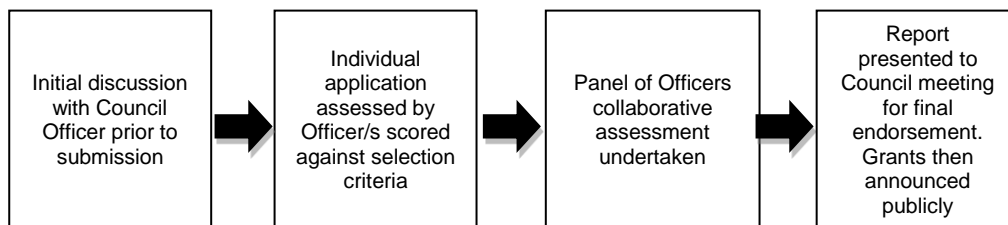
Of the 7 major event grants assessed by officers:

- The total value of funding requested by the 7 submissions was \$57,000, significantly lower than previous years.
- Submissions received included events in the categories of sports (running, cycling, paddle boarding, mixed outdoor) arts and culture and music.
- All 7 submissions (including the Australian Indigenous Surf Titles) were supported to a total value of \$53,000.

Not all events received their requested amount. This is due to the strength of their submission against the evaluation criteria.

### Evaluation Process

The process in evaluating submissions is indicated in the flow charts below.



In evaluating submissions the evaluation panel consisted of members of staff with relevant experience in each category. 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.

It should be noted that in assessing the funding submissions, not all event applications received a recommendation for the full amount requested.

Table 1 below lists all applications received under the major events and community events categories. The total value of funding requested was \$119,050. Events applying under the major category, indicatively request around 8% of total operational cost in grant funding whereas the community are seeking on average 30%.

As a result of the evaluation process the following events identified in Table 3 are supported for funding by officers:

## 5.1 Event Grants Program - 2018-2019

**Table 3 – Supported Funding Amounts by Category**

Major Events 2018/19 budget	Funding Category	Recommended Funding Amount	Ward
Drink Arts Food Torquay	Major	\$6,500	Torquay
Great Ocean & Otway Classic	Major	\$6,500	Torquay
Surf Coast Century	Major	\$10,000	Anglesea
Surf Coast Trail Series (Afterglow & Surf Coast Trail Marathon)	Major	\$8,000	Anglesea
Kids Adventure Outdoors	Major	\$10,000	Anglesea
The Sound Doctor	Major	\$7,000	Anglesea
Australian Indigenous Surf Titles	Major	\$5,000	Torquay
<b>Total Proposed Major Events Funding</b>		<b>\$53,000</b>	
Community Events 2018/19 budget	Funding Category	Recommended Funding Amount	Ward
The Haven Classic	Community	\$1,500	Anglesea
Surf Coast Toy Library 22nd anniversary	Community	\$450	Torquay
Art of the Minds	Community	\$2,500	Shire Wide
Anglesea Carols by Candlelight 2018	Community	\$500	Anglesea
Spring Creek Community House 25 year Anniversary	Community	\$1,000	Torquay
Deans Marsh Festival	Community	\$1,500	Lorne
Festival of Colour	Community	\$1,500	Winchelsea
2018 Surf Coast Kite Festival	Community	\$3,000	Torquay
Carols on the Lorne	Community	\$500	Lorne
Meet the Film Maker	Community	\$1,000	Torquay
Out and About	Community	\$1,500	Torquay
Deans Marsh Winter Solstice 2019	Community	\$1,500	Lorne
Love Winter in Aireys	Community	\$3,000	Anglesea
Aireys Lighthouse Literary Festival	Community	\$4,000	Anglesea
King of Concrete	Community	\$2,000	Torquay
Anglesea Surf Life Saving Club Primary School Carnival	Community	\$0	Anglesea
Lions Club Easter Art show	Community	\$0	Lorne
Surf Coast Hell Run	Community	\$0	Lorne
32 Anniversary Torquay Laurel Club Luncheon	Community	\$0	Torquay
<b>Total Proposed Community Events Funding</b>		<b>\$25,450</b>	
<b>Total Proposed Community &amp; Major Events Funding</b>		<b>\$78,450</b>	

It is recommended that the funding amounts contained in Table 3 above for major and community events categories of the Event Grants Program is approved and \$78,450 is pre-allocated for the 2018/2019 budget.

### Unsuccessful Applications

Four applications were not recommended for funding. This was due to a number of factors including: the submissions did not meet the assessment criteria, the submissions contain sufficient information, or the submissions did not provide satisfactory budget descriptions. The events not supported for funding are identified below.

Anglesea Surf Life Saving Club Primary School Carnival – This application is not recommended for funding due to it being funding for a school program. School programs do not fit within the funding guidelines.

## 5.1 Event Grants Program - 2018-2019

Lions Easter Arts Show – This application is not recommended for funding due to its primary purpose being a fund raiser for the Lions Club that is already very successful and does not need assistance from Council to make it sustainable.

Surf Coast Hell Run – This application is not recommended for funding due to the application containing extremely limited information.

32 Anniversary Torquay Laurel Club Luncheon - This application is not recommended for funding due to the nature of the event being a luncheon for a selected group and does not align with the guidelines. The event was supported for funding under an alternative program (Café Program).

### Cancelled Event – National Trust HeyDey Fashion Event

At its meeting on 24 January 2017 Council resolved to fund many events under the event grant program totalling \$98,500, including \$5,000 for the National Trust HeyDay Fashion event from the major grants category in the 2017 – 2018 financial year.

Event organiser (National Trust) has advised that they will no longer be staging their event due to being unable to secure required items to produce the planned exhibition.

Given the grant was awarded by Council, there is a need for Council to formally acknowledge that \$5,000 in the event grant program budget will not be provided, resulting in a favourable variance for 2017 – 2018 financial year.

### Other Comments

Art of The Minds Application – The Smarty Grants program experienced technical issues in receiving this application. The application was submitted on time, and therefore was accepted.

### **Financial Implications**

This report contains a recommended funding amount of \$78,450. Endorsement of the individual event funding allocations through the resolution of this report will constitute a commitment by Council to pre-allocate \$78,450 in the 2018/19 budget.

Of the \$78,450 recommended, \$53,000 has been recommended to major event grants with \$25,450 recommended to community event grants.

Note the favourable variance of \$5,000 that will be created in the 2017 – 2018 Event Grant Program budget due to the Hey Day Fashion event no longer proceeding.

### **Council Plan**

Theme 5 Development and Growth  
Objective 5.3 Develop and grow sustainable year round tourism  
Strategy 5.3.7 Encourage a range of events to support year round tourism

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.



## 5.1 Event Grants Program - 2018-2019

### **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. The guidelines provide a list of desired social outcomes which are used to rate submissions.

### **Community Engagement**

The following community engagement was carried out:

- Grants workshop promoted and held to educate prospective applicants on how to write a good application and maximise their chance of success.
- Information with application form and guidelines placed on Council's website and Facebook page.
- Email sent to database of current event holders advising of program release and closure dates.
- Grant was published in the Our Community grant newsletter.
- Email sent to Torquay, Anglesea, Aireys Inlet, Lorne and Winchelsea Trader groups advising of program release and closure dates.
- Information on program contained in the Surf Coast Business newsletter (distributed to 800 businesses).
- Media campaign including advertising in the Surf Coast Times (3 adverts), Winchelsea Star (3 adverts) and forwarded to the Lorne Independent.
- Notification sent to community groups to inform of the programs open and closing dates.
- Promotion via the Surf Coast Shire website, social media and intranet.

### **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.

### **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. All successful application will be tabled on the Surf Coast Shire website.

### **Options**

Option 1 – Approve the supported funding amounts contained in Table 3 of this report for major and community events categories of the Event Grants Program to a value of \$78,450 and pre-allocate in the 2018/2019 budget

This option **is recommended** by officers as it is based on detailed consideration of submissions against the Event Grant Program guidelines which have been approved by Council.

Option 2 – Approve alternative funding amounts for submissions under the 2018 – 2019 Event Grant Program

This option is not recommended by officers as a detailed assessment of submissions against the guidelines has been already undertaken.

Option 3 – Do not approve any funding under the Event Grant Program for 2018 - 2019

This option is not recommended by officers as Council has endorsed the release of the Event Grant Program for 2018 – 2019 at its meeting on 24 January 2017. The Event Grant Program is a key component of boosting the economy and supporting the community of Surf Coast Shire and not awarding funding would place many successful events at risk.

### **Conclusion**

A total of 26 submissions were received for funding in the 2018/2019 financial year across both the major and community event categories.

Ultimately 7 submissions were considered under the major event category and supported to a total value of \$53,000. Nineteen submissions were considered under the community events category with 15 events considered eligible for support to a total value of \$25,450.

Therefore, a total of 22 submissions are supported for funding across the major and community event categories to a total value of \$78,450 for the 2018 – 2019 financial year. Option 1 is recommended.

**5.1 Event Grants Program - 2018-2019**

**APPENDIX 1 EVENT GRANTS PROGRAM - 2018-2019 - SUPPORTED EVENTS**

### Event Grant Program 2018 – 2019 – Major Applications

<b>Group/Organisation</b>	<b>Torquay Commerce and Tourism</b>
<b>Project</b>	<b>Drink Arts Food Torquay / Bell Street Fiesta</b>
<b>Target Audience</b>	Locals, new residents, Geelong and surrounds.
<b>Participation:</b>	6,000
<b>Proven Track record in managing events</b>	DAFT has been running for 6 years now and the major event for Torquay Commerce and Tourism. The event attracts significant numbers and is viewed positively by traders.
<b>Appropriate expenditure and resourcing</b>	Large infrastructure cost and a large volunteer base. Torquay Commerce and Tourism has now engaged an event organiser due to the size of the event which is now too large for volunteers to organise. This will add to that stability of the event.
<b>Other comments</b>	The event is an excellent platform for local Bell Street traders to showcase their products to residents and visitors to Torquay.
<b>Total amount of recommended funding</b>	<b>\$6,500</b>

<b>Group/Organisation</b>	<b>SME 360</b>
<b>Project</b>	<b>RACV Great Ocean &amp; Otway Classic Ride</b>
<b>Target Audience</b>	Major event which generates several million dollars into the economy extending the shoulder season. 71% of riders are from Melbourne and Regional Victoria with a growing interstate market. The event promotes the Surf Coast region to a large audience and support is assisting to target interstate and Asian audiences.
<b>Participation:</b>	3,500 (riders)
<b>Proven Track record in managing events</b>	The event has been running for a number of years. SME 360 have a proven track record in delivering major events around Australia.
<b>Appropriate expenditure and resourcing</b>	SME360 own and organise the RACV Great Ocean & Otway Classic ride. In 2016 celebrated the 10 year anniversary and have already implemented many improvements.
<b>Other comments</b>	The GOOCR is an excellent event bringing in significant economic benefits to the community of Surf Coast. The event has received funding over a number of years and therefore the request for \$10,000 is not suggested.
<b>Total amount of recommended funding</b>	<b>\$6,500</b>

<b>Group/Organisation</b>	<b>Rapid Ascent</b>
<b>Project</b>	<b>Surf Coast Century</b>
<b>Target Audience</b>	65% Melbourne and a further 18% from interstate. Participants targeted are those seeking to complete an ultra-marathon as a solo runner or relay team.
<b>Participation:</b>	4,000
<b>Proven Track record in managing events</b>	Now in its 6 year with an excellent track record of growing in their participation The event is seeking to increase their overseas reach and participation.
<b>Appropriate expenditure and resourcing</b>	The amount requested is only 6% of total budget.
<b>Other comments</b>	Taking place in September the SCC is an excellent event which has grown considerably over the past few years. The event generates significant economic returns (almost \$4million) and creates wonderful social interaction as well as environmental outcomes. Funding will assist in the event securing more interstate and international participants (a key target audience for Surf Coast Shire). The event has become a key event on the Surf Coast calendar and brings welcome economic boost to the Anglesea township post winter.
<b>Total amount of recommended funding</b>	<b>\$10,000</b>

<b>Group/Organisation</b>	<b>The Sound Doctor</b>
<b>Project</b>	<b>2 Music Events at Anglesea Community Hall</b>
<b>Target Audience</b>	High quality international and national musical acts, supported by local and regional artists. Over 30% of attendees come from Melbourne which in turn creates overnight visitation. The aim is to promote and encourage engagement with the community and connection with people through music and the arts.
<b>Participation:</b>	360
<b>Proven Track record in managing events</b>	Has been operating in 2017 successfully with large numbers attending Clare Bowditch performance. The actual event audience is small however the reach that can be generated through the connections with the musicians playing is quite considerable. Events are held in quiet times of the year as well. The recommended amount is suggested to assist in building the event.
<b>Appropriate expenditure and resourcing</b>	Excellent and well-constructed budget. Currently have a working group of 3 key project managers each with their own portfolio; 1. Artist Liaison & Development, 2. Marketing, Publicity & Ticketing, and 3. Venue Operations. Funding provided is to assist new event to grow.
<b>Other comments</b>	Good use of volunteers, local businesses and community groups.
<b>Total amount of recommended funding</b>	<b>\$7,000</b>

<b>Group/Organisation</b>	<b>Tour de Trails</b>
<b>Project</b>	<b>Trail Series – Surf Coast Trail Marathon and Afterglow Trail Night Run</b>
<b>Target Audience</b>	Trail runners from Melbourne seeking to complete runs between 12km and 44km Over 80% of participants come from Melbourne with less than 18% from Surf Coast Shire.
<b>Participation:</b>	1,600 (runners)
<b>Proven Track record in managing events</b>	Surf Coast Trail Marathon and Afterglow Night Trail Runs engage local community groups, primarily through the running community, particularly through Surf Coast Trail Runners. Engagement is via both participation encouragement, and volunteering.
<b>Appropriate expenditure and resourcing</b>	A very well organised event growing in reputation and audience with a proven track record of delivery.
<b>Other comments</b>	Taking place in June and November the events provide a great boost to Torquay in terms of the economy. The trail series has very good environmental focusses and actively promotes the importance of the environment and the Surf Coast Walk. The events are an excellent way to promote the surf coast walk and Surf Coast in general. Having received funding in the past the full request is not suggested.
<b>Total amount of recommended funding</b>	<b>\$8,000</b>

<b>Group/Organisation</b>	<b>Business and Tourism Anglesea</b>
<b>Project</b>	<b>Kids Adventure Outdoors</b>
<b>Target Audience</b>	Children focussed event which seeks to connect kids with nature. 400 SCS and 400 Melbourne and Regional Victoria
<b>Participation:</b>	800
<b>Proven Track record in managing events</b>	KAOS has been operating for 4 years with a small budget but have now increased their capacity to deliver with great involvement from the business community.
<b>Appropriate expenditure and resourcing</b>	KAOS has reached a new level of participation and management. The event promotes a strong outdoor active brand for Anglesea and showcases the natural offerings via a range of activities. KAOS has reached a stage where strong marketing will help increase its numbers significantly. KAOS receives good support from GORCC.
<b>Other comments</b>	KAOS has grown to become a wonderful family event which brings many people from Melbourne. The event itself has great fit to the Anglesea brand and is well supported by volunteers. The request is being met to ensure marketing is maximised for the event to assist in taking it to the next level. This event has great potential to become a key fixture for the town in April.
<b>Total amount of recommended funding</b>	<b>\$10,000</b>

<b>Group/Organisation</b>	<b>Surfing Victoria</b>
<b>Project</b>	<b>National Indigenous Surf Titles</b>
<b>Target Audience</b>	Australian Indigenous Surfing community. The event brings the best indigenous surfers to Bells Beach to challenge for the national championships.
<b>Participation:</b>	800
<b>Proven Track record in managing events</b>	6 <sup>th</sup> Year held at Bells Beach and continues to gain strong support and is an excellent event partnering with the Wathaurong Aboriginal Cooperative and Narana Cultural Centre. Supported by Surfing Victoria which has an outstanding track record in event delivery.
<b>Appropriate expenditure and resourcing</b>	The event has significant cultural aspects and has a large reach with Surfing magazine and national and regional TV coverage Surfing Victoria is committed to this event with ongoing support for the indigenous community via this program
<b>Other comments</b>	The event has strong connections to Torquay's surfing brand.
<b>Total amount of recommended funding</b>	<b>\$5,000</b>

**Event Grant Program 2018 – 2019 – Community Applications (Above \$2,000)**

<b>Group/Organisation</b>	<b>Aireys Inlet Tourism &amp; Traders Association</b>
<b>Project</b>	<b>Love Winter in Aireys</b>
<b>Target Audience</b>	Love Winter in Aireys is a diverse program of community events and activities for the education and pleasure of locals and visitors. This program aims to bring the local community together by attracting full and part-time local residents of all ages
<b>Participation:</b>	5,000
<b>Proven Track record in managing events</b>	This event has been run for 6 years, has a good following and is well managed by a group of dedicated volunteers.
<b>Appropriate expenditure and resourcing</b>	The funds are used primarily for marketing and a good plan has been established, the committee are well positioned to deliver another good year of events.
<b>Other comments</b>	This is a great event for Aireys and run on a volunteer basis by the local business association. This event is pivotal in bringing absentee home owners to Aireys Inlet throughout the winter months.
<b>Total amount of recommended funding</b>	<b>\$3,000</b>

<b>Group/Organisation</b>	<b>Lighthouse Literary Fest</b>
<b>Project</b>	<b>Literary Festival</b>
<b>Target Audience</b>	Local writers, both acknowledged and secret, and those unable to travel to large centres, have the opportunity to meet, hear and talk to Australia's best writers in an intimate venue.
<b>Participation:</b>	340
<b>Proven Track record in managing events</b>	Event organisers have reduced the exposure to any issues and are running a series of smaller events that are well within the committee's management.
<b>Appropriate expenditure and resourcing</b>	Event organisers have changed ticketing methods to reduce work load, and reworked the festival for smaller events with a lot less pressure on the Creative Director, they are now in good shape to continue with a slightly expand series of Literary Lunches.
<b>Other comments</b>	Even though the event was cancelled previously due to a range of issues, the new approach is certainly manageable and reaches a different demographic to most of the other shire events. This funding will enable to Festival to become incorporated to better administer future programs.
<b>Total amount of recommended funding</b>	<b>\$4,000</b>

<b>Group/Organisation</b>	<b>Australian Skateboard Federation</b>
<b>Project</b>	<b>King of concrete</b>
<b>Target Audience</b>	This is one of the few events that targets the youth in the Surf Coast Shire and has a good connection with the Surf Industry.
<b>Participation:</b>	This years' event had around 350 participants (not including spectators) over the course of the event.
<b>Proven Track record in managing events</b>	Held for the first time in November 2017 the event was delivered well. Good weather also contributed to a successful event. Acquittal yet to be received due to timing of report
<b>Appropriate expenditure and resourcing</b>	The event organiser worked with the Event Team which identified a number of required improvements in the lead up to the 2017 event. These improvements should be again implemented for 2018.
<b>Other comments</b>	The event has good connection to the brand of Surf Coast Shire via skating.
<b>Total amount of recommended funding</b>	<b>\$2,000</b>

<b>Group/Organisation</b>	<b>Jan Juc Pre School Parents Advisory Group</b>
<b>Project</b>	<b>Surf Coast Kite Festival</b>
<b>Target Audience</b>	All ages of local community.
<b>Participation:</b>	2,000
<b>Proven Track record in managing events</b>	The first event in 2017 was a great success with excellent attendance of over 2,000 people. The team of volunteers from the Jan Juc Pre School Parents Advisory Group organise the event.
<b>Appropriate expenditure and resourcing</b>	The budget for 2017 was well tabled and event organisers have attracted funding from other sponsors for this event
<b>Other comments</b>	The reach of our social media and print media campaigns for the 2017 event are indicating that there will be a great many visitors to the Kite Festival from the Geelong and Bellarine region, nearby rural areas and Melbourne and beyond. Funding will enable group to get some key individuals, perhaps a master kite maker
<b>Total amount of recommended funding</b>	<b>\$3,000</b>

<b>Group/Organisation</b>	<b>Art of the Minds</b>
<b>Project</b>	<b>Art of the Minds Mental Health Month</b>
<b>Target Audience</b>	All ages, mental health awareness and well-being activities
<b>Participation:</b>	1000 over the month of October
<b>Proven Track record in managing events</b>	The event organiser was able to create some great activities in 2017 and the program for 2018 is larger again with a program of events organised by individuals running each event
<b>Appropriate expenditure and resourcing</b>	This group will need an auspice, they used the Eagles Nest Gallery last year looking to do so again in 2018, and working with a Torquay Life steering committee for 2018 Events such as Art Exhibitions, Yoga retreats, Half day seminars etc.
<b>Other comments</b>	Suggest the group become incorporated
<b>Total amount of recommended funding</b>	<b>\$2,500</b>

**Event Grant Program 2018 – 2019 – Community Applications (below \$2,000)**

<b>Event name</b>	<b>Applicant</b>	<b>Brief Project Description</b>	<b>Ward</b>	<b>Total Project Cost</b>	<b>Total Amount Requested</b>	<b>Proposed Allocation</b>
The Haven Classic	Fairhaven Surf Life Saving Club	13km Ocean paddle from Lorne to Fairhaven Beach. Open to surf skis, prone paddleboards, stand up paddleboards and outriggers.	Anglesea/Lorne	\$8,000.00	5,000.00	\$1,500.00
Surf Coast Toy Library 22nd Annual Birthday Party	Surf Coast Toy Library	Annual birthday party encouraging new members and bringing together the new young families in the area.	Torquay	\$1,000.00	\$1,000.00	\$450.00
Lions Club of Anglesea Carols by Candlelight 2018	Lions Club of Anglesea	Christmas celebration with family and friends.	Anglesea	\$2,700.00	\$1,000.00	\$500.00
25th Anniversary Celebration of Spring Creek Community House	Spring Creek Community House Inc.	25th milestone anniversary of Spring Creek Community House in September 2018.	Torquay	\$10,000.00	\$5,000.00	\$1,000.00
Carols On The Lorne (2018)	Lions Club of Lorne	Christmas celebration with family and friends of Lorne Lions Club, Kindergarten, School, & Churches.	Lorne	\$5,500.00	\$2,500.00	\$500.00
Deans Marsh Festival 2019	Deans Marsh Community Cottage Inc	A Festival event that is social, inclusive, celebrates diversity, enjoy entertainment, local food & wine.	Lorne	\$7,170.00	\$3,000.00	\$1,500.00
Meet The Surf Filmmaker	Bells Beach Surf Film Society	Over two nights our local community will have the opportunity to meet one of the world's top surf filmmakers.	Lorne	\$2,080.00	\$1,000.00	\$1,000.00
Out and About: Building community relationships	St Therese School, Torquay	This activity is about building relationships with "place". Collaboration with the coastal community to tell stories and experiences to engage, debate and create dialogue with the environment for all age groups.	Torquay	\$9,650.00	\$4,370.00	\$1,500.00



Winter Solstice 2019	Deans Marsh Community Cottage Inc	The Winter Solstice is an event that brings the community together on a cold wintery night and is run by locals many of whom were born and raised here and have returned to the region.	Lorne	\$4,500.00	\$2,000.00	\$1,500.00
Festival of Colours 2019	Hare Krishna Valley - ISKCON	Based upon the traditional Holi Festival of India, the 'Festival of colours' – much loved festival with broad reach.	Winchelsea	\$19,200.00	\$5,000.00	\$1,500.00
Surf Coast Hell Run	Trailspus	Options to run a 20km, 40km or 60km distance through the trails of Lorne.	Lorne	\$10,000.00	\$ 2,500.00	\$0
Lorne Lions Easter Art Show	LIONS CLUB OF LORNE	The Lions Easter Art Show has been held in Lorne for the past 47 years. It is a major fundraiser for the Lorne Lions.	Lorne	\$8,000.00	\$2,500.00	\$0
32nd Anniversary Luncheon	Torquay Laurel Club	To Have a celebratory Lunch for the Laurel Ladies.	Torquay	\$1,650.00	\$1,000.00	\$0
Anglesea Surf Life Saving Club Primary School Carnival	Anglesea Surf Life Saving Club	Provide local/regional children with an opportunity to participate on the beach in a fun and safe environment whilst being safe around the water.	Anglesea	\$2,180.00	\$2,180.00	\$0

## 5.2 Local Food Program

**Author's Title:** Manager Environment & Community Safety

**General Manager:** Ransce Salan

**Department:** Environment & Community Safety

**File No:** F17/1498

**Division:** Environment & Development

**Trim No:** IC18/48

**Appendix:**

1. Local Food Program Discussion Paper (D18/2497)

**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 a Surf Coast Shire Local Food Program Discussion Paper and consider exhibition.

### Summary

The Surf Coast has a well-established, complex local food system including production, processing, distribution, access, consumption and waste management. There is significant potential for that system to enhance environmental, community and local economic outcomes particularly if Council can influence these outcomes through development and implementation of a strategic program.

Officers have developed a Discussion Paper that assembles information about our local food system in a logical way and has undertaken targeted engagement with community members already involved in our local and regional food systems.

It is proposed that the Discussion Paper be used as a basis for a community consultation process to commence in February and go through to April 2018, and will include community activities in Local Food Month in April. Feedback from the consultation will guide development of a strategic Program of Local Food Actions that can be considered by Council at a future meeting.

### Recommendation

That Council:

1. Endorse the Local Food Program Discussion Paper for community consultation from February to April 2018.
2. Exhibit the Surf Coast Shire Local Food Program Discussion Paper for a period of three months from 1 February 2018.
3. Conduct community engagement during that period to receive feedback on the paper and inform actions for inclusion in the Program.
4. Consider a Program of Local Food Actions at a future meeting of Council.

## 5.2 Local Food Program

### Report

#### **Background**

Council has supported our community in many successful local food initiatives over a number of years. Recently, officers have worked with various stakeholders to better understand how our local food system works and to develop a strategic approach to help ensure it:

- protects or enhances our environment
- benefits our local community
- is fair and economically viable for growers, makers, sellers and consumers.

The Surf Coast Shire Local Food Program Discussion Paper has been developed to help describe to our community what our local food system is, obtain further feedback and develop a Council and community action plan that responds to a range of challenges and opportunities identified for our local food system.

#### **Discussion**

Work undertaken to date indicates that:

- The Surf Coast has a well-established, complex local food system including production, processing, distribution, access, consumption and waste management
- There is significant potential for that system to enhance environmental, community and local economic outcomes
- Council can better influence these outcomes through development and implementation of a strategic program

The Discussion Paper assembles information about our local food system in a logical way and has involved targeted engagement with community members already involved in our local and regional food systems (including Council's Environment and Rural Advisory Panel), researching what other Councils are doing and obtaining expert advice from consultants in this field.

It is proposed that the Discussion Paper is used as a basis for a community consultation process to occur from February to April 2018, including community activities in Local Food Month (April each year). Following this consultation, officers will draft a strategic Program of Local Food Actions for Council consideration at a future meeting.

#### **Financial Implications**

Council actions currently identified in the Discussion Paper are either already underway or can be delivered with existing resources. Additional actions identified as a result of community consultation may be included in the strategy recommended for Council adoption and the financial implications of these will be considered at that time.

#### **Council Plan**

Theme        2 Environmental Leadership  
Objective    2.3 Support local food production  
Strategy     2.3.1 Develop and implement a local food program in partnership with community

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

Actions that are considered for inclusion in the future strategy will need to be consistent with current and future likely land use planning arrangements identified in the Rural Hinterland Strategy currently being prepared. The Discussion Paper is consistent with other national, state and regional directions including the G21 Agribusiness Forum.

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

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

#### **Risk Assessment**

- There is a reputational risk to Council if progress towards developing a local food program is not made following expectations raised by consultation and communication to date.
- It will be important to explain why consultation on local food and rural hinterland has occurred independently as many of the stakeholders will be the same for both programs.

## 5.2 Local Food Program

### **Social Considerations**

- Implementing the Local Food Program will have wide benefits to our community through supporting our local food system.
- Benefits can be achieved in health and wellbeing, social and economic aspects of community life.

### **Community Engagement**

Community engagement and consultation, including with the following stakeholders has occurred:

- Environment and Rural Advisory Panel 2015-2016
- Tourism Reference Group 2016
- Consultants on local food 2015 and 2017
- Economic Development Officer 2016-17 – including community surveys
- Officers in Sustainability, Economic Development, Health & Wellbeing, etc
- Research – examples of local food systems and Council roles
- G21 Agribusiness Forum and Health and Wellbeing pillar.

Further engagement is planned between February and April 2018.

### **Environmental Implications**

Our local food system can significantly enhance environmental outcomes including our ability to respond and adapt to changing climate. The environment is a key theme throughout the Discussion Paper. There are no direct environmental impacts of making the Discussion Paper available for community consultation.

### **Communication**

Communication on the Discussion Paper will occur through the engagement process via:

- Online information and survey via SCS website
- Open sessions/workshops around the shire
- One on one communications with key stakeholders
- Events – eg. during Eat Local Month.

### **Options**

#### Option 1 – Exhibit the Discussion Paper for consultation

This option is recommended by officers as it will enable Council to build on the work undertaken to date and develop a strategic local food program in accordance with commitments made in its Council Plan.

#### Option 2 – Defer exhibition the Discussion Paper for consultation or develop a Program without the Discussion Paper consultation

This option is not recommended by officers as it will delay the development and delivery of a Local Food Program that would have significant positive outcomes. Due to the complexity and number of stakeholders involved in our local food system, consultation is considered to be of great importance in developing a program that is owned and valued by our local community.

### **Conclusion**

The Surf Coast has a well-established, complex local food system including production, processing, distribution, access, consumption and waste management. A number of Council actions are occurring to enhance environmental, community and local economic outcomes. Council can have a greater influence on these outcomes through development and implementation of a strategic program.

Due to the complexity and number of stakeholders involved in our local food system, greater confidence in a Food Program if further consultation is undertaken before a more extensive program is developed and committed to.

It is proposed that the Discussion Paper will be used as a basis for a community consultation process to occur from February to April 2018. Feedback from the consultation will guide development of a strategic Program of Local Food Actions that can be considered by Council at a future meeting.

## **5.2 Local Food Program**

### **APPENDIX 1 LOCAL FOOD PROGRAM DISCUSSION PAPER**

5.2 Local Food Program



Challenges, opportunities and actions discussion paper



# LOCAL FOOD PROGRAM 2017-2021

Increasing the production and consumption of locally grown food through a sustainable food system

A Council and community partnership



## 5.2 Local Food Program

A SUSTAINABLE LOCAL FOOD SYSTEM IN THE SURF COAST SHIRE

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# INTRODUCTION

It's time to tuck in to the Local Food Program. From community gardens and innovative food businesses, to regenerative farming and good retail – our community has shown that local and sustainable food is important in Surf Coast Shire.

This program highlights what Council and our community are doing already, and identifies challenges and opportunities for our local food system.

Our community will be at the core of a three year plan that outlines actions we can take to put ourselves in a healthy position for the future – through a sustainable local food system that is supported and celebrated.

**Cr David Bell**

Mayor

**Keith Baillie**

Chief Executive

*"Food permeates all aspects of local government and to effectively support a thriving food system is fundamental to supporting a thriving community."*

*Food Systems and the role of Local Government.  
Victorian Local Government Association, 2017, p14.*

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# LOCAL FOOD VISION

## Local food vision for the Surf Coast Shire

*A region where food is safe, healthy, nutritious and accessible to everyone, and natural resources are managed in a way that restores ecosystem functions to support current and future human needs.*

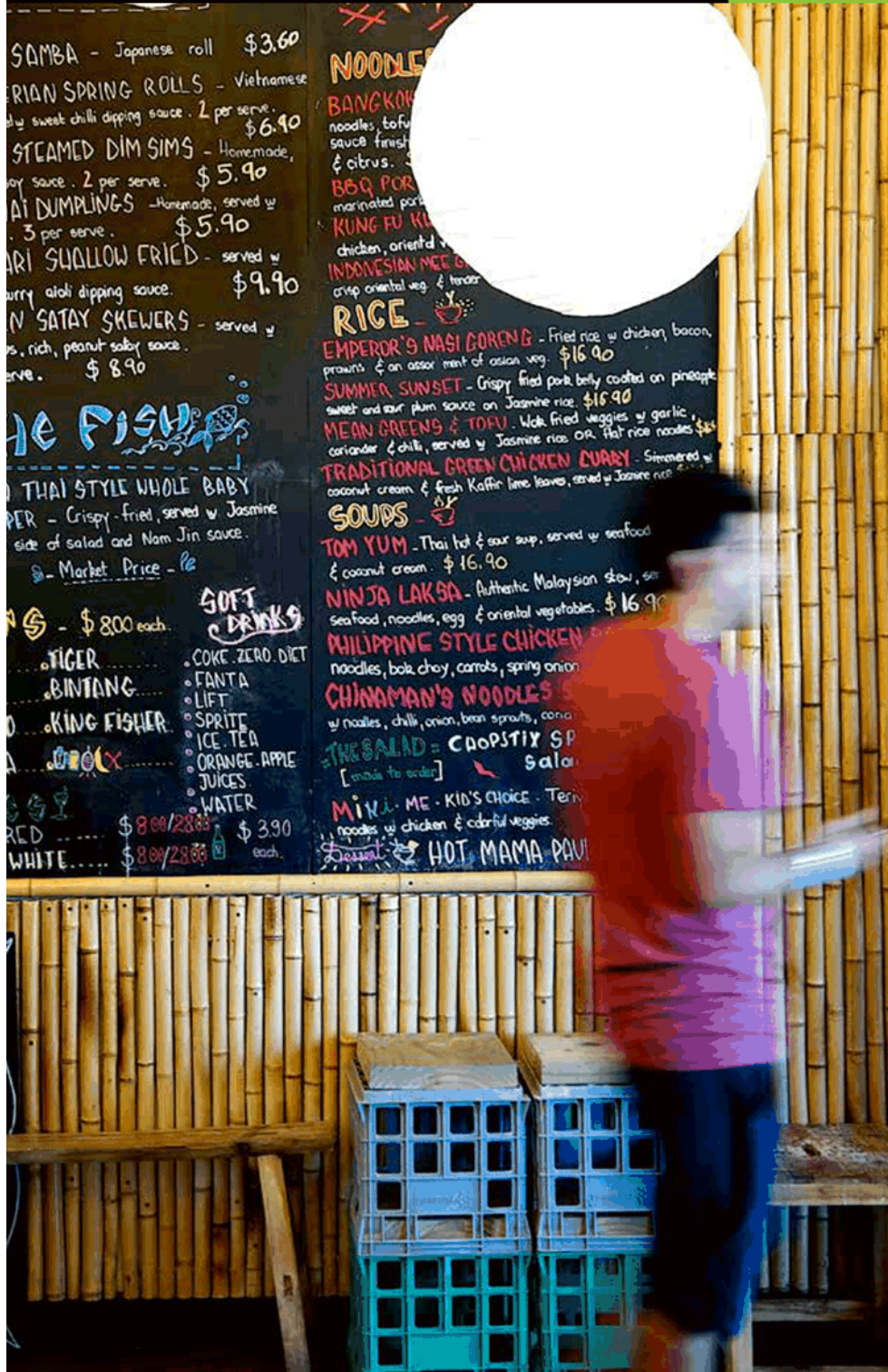
Council's Environment and Rural Advisory Panel, 2015

### What will this look like in our community and region?

- Our food system protects and enhances the natural environment.
- People are connected with where their food comes from and are equipped to make good food choices.
- Residents have opportunities to produce food in their home and/or community.
- Local growers, producers, distributors, sellers and consumers contribute to and benefit from a well-connected and sustainable local food economy.
- Food production and access in the shire is resilient and well positioned for the future.
- The Surf Coast Shire has a reputation for its sustainable, innovative and connected food system, and diversity of high quality food products and experiences.

**Local foods** are grown, produced and/or processed near to where they are consumed, for example, within a distance of 50kms.

**A local food system** aims to create a more direct link between producers and consumers, through stages of production, processing, distribution, access, consumption and waste management.





## 5.2 Local Food Program

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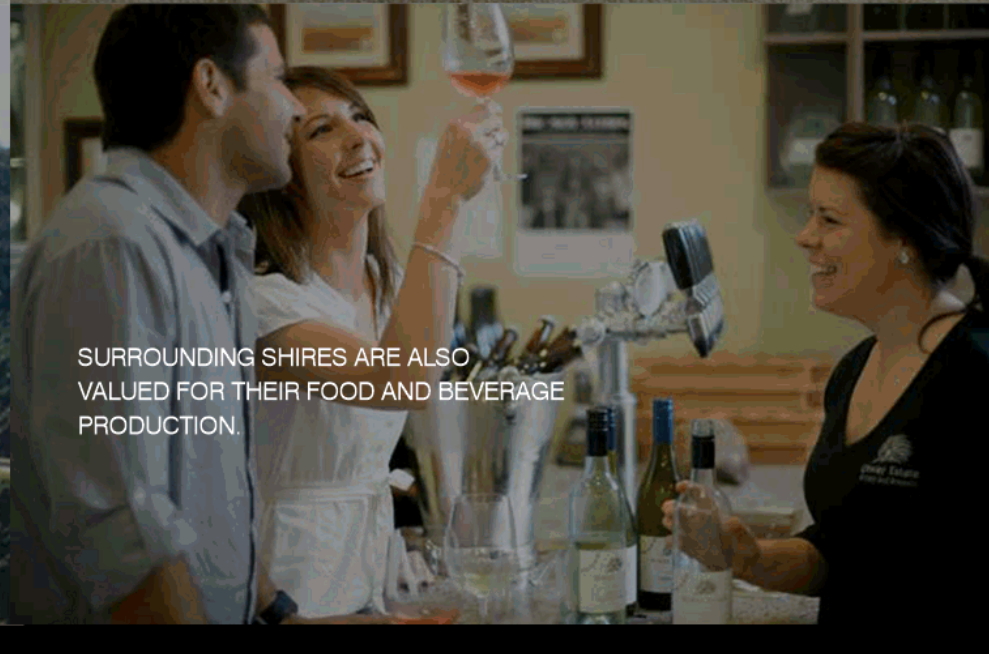
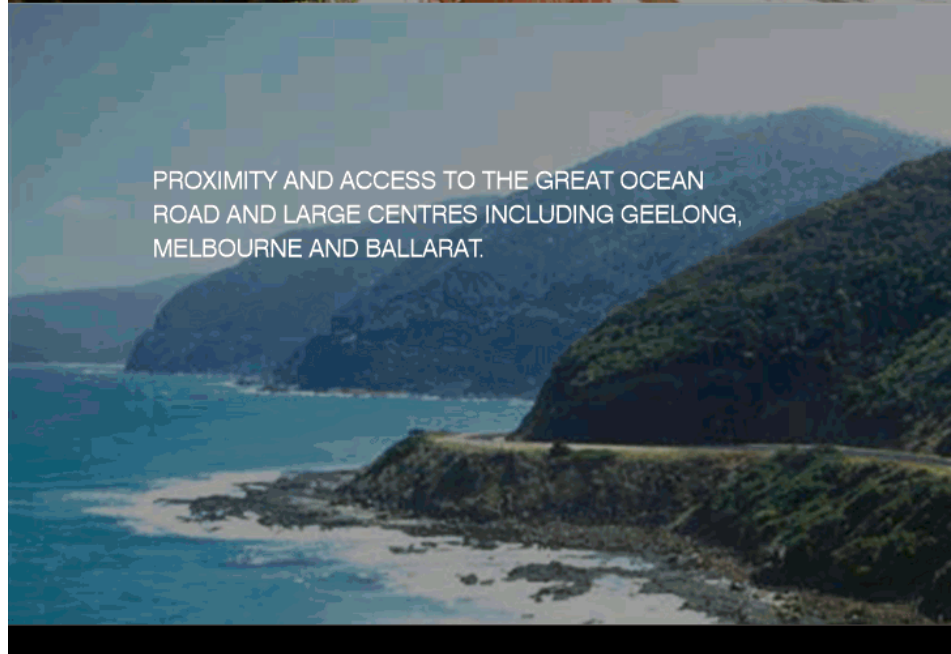
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# THE LAY OF THE LAND

## Our location is part of our story

From the coast to the hinterland, Surf Coast Shire has many assets that support our local food system.



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## A long connection

From getting hands dirty growing food, to enjoying local produce in local cafes, to earning a living from food production and related industries – our community is well connected to local food.



The traditional custodians of our area, the Wadawurrung people, were highly skilled at collecting, cultivating, hunting and trapping a wide range of native plants and animals for food, some of which continues today. Local bush foods include yam tubers, grains, berries, eels, fish, abalone, crayfish and mammals.



When European settlers came to the area in the mid-1830s they introduced cattle, sheep, pigs, poultry and rabbits, along with a range of grains, vegetables and fruit trees. Local manufacturing facilities were set up, including abattoirs, small goods processing and flour mills in Winchelsea.



Commercial food production in the shire has diversified to include foods such as goat's cheese, truffles, berries, duck, pork, ostrich, ancient grains and heirloom vegetable produce. Many businesses, from the hinterland to the coast, love to use and sell locally grown and made foods.



Our resident community has a strong interest in growing foods in their homes and community settings, including home gardens, schools, early childhood settings and community gardens.

*“Local food is more than a community-based gardening trend. It is fast becoming a powerful economic force that can attract tourism to the region, increase competitiveness of regional businesses, strengthen communities within Surf Coast Shire and contribute to environmental and land health outcomes”.*

P. O'Callaghan, Deliberate Impact Consulting, 2015

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## Our community's connection to local food

A large portion of our community is passionate about local and sustainable food, and are leading the way – finding innovative ways to produce and promote our local bounty. These are just some examples:

### Claire Glenda

Food security <https://youtu.be/AfHTRax1DSM>

### Hayden Findlay

The Grass Farmer [https://youtu.be/7QOy0R\\_M-fk](https://youtu.be/7QOy0R_M-fk)

### Tony Martin

Nurturing soil health in food production <https://youtu.be/5t5Qp98wd-k>



**Eat  
LOCAL  
MONTH**

Eat Local Month brings together community members and organisations to share local food experiences

[www.eatlocalmonth.com.au](http://www.eatlocalmonth.com.au)



**OTWAY  
HARVEST  
TRAIL**

The Otway Harvest Trail celebrates hinterland foods

[www.otwayharvesttrail.org.au](http://www.otwayharvesttrail.org.au)



Community gardens thrive in Torquay, Anglesea, Aireys Inlet, Lorne and Winchelsea

[www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au)



Children love their Stephanie Alexander Kitchen Gardens at Torquay College, Anglesea Primary School and Deans Marsh Primary School

[www.kitchengardenfoundation.org.au](http://www.kitchengardenfoundation.org.au)



Council partnered with the Australian Marine Conservation Society to pilot The Good Fish Project with local cafes and restaurants

[www.goodfishproject.com.au](http://www.goodfishproject.com.au)

5.2 Local Food Program



### Some roles Council plays in local food

**Council Purpose:** *To help our community and environment to thrive.*

**Council Vision:** *An engaged, innovative and sustainable community.*



SUPPORTING OUR COMMUNITY GARDENS



INVOLVING YOUNG CHILDREN IN GROWING VEGETABLES AND HERBS AT COUNCIL-RUN KINDERGARTENS



PROVIDING ENVIRONMENTAL AND PUBLIC HEALTH SERVICES TO PROTECT THE COMMUNITY



PRESERVING AND ENHANCING LOCAL BIODIVERSITY



PLANNING OPEN SPACES THAT ALLOW FOR GROWING FOOD IN PUBLIC PLACES



PARTNERING WITH OTHERS TO HOLD EVENTS THAT CELEBRATE LOCAL FOODS



HELPING LOCAL BUSINESSES TO SET UP, CONNECT WITH OTHERS AND THRIVE



AWARDING GRANTS AND ASSISTING WITH EXTERNAL FUNDING BIDS TO SUPPORT COMMUNITY FOOD INITIATIVES



MANAGING WASTE IN OUR COMMUNITY



SUPPORTING AND PROMOTING FOOD TOURISM TO ENHANCE THE VISITOR EXPERIENCE



STATUTORY AND STRATEGIC LAND USE PLANNING



PARTICIPATING AND PARTNERING WITH G21 (AND OTHERS) ON REGIONAL AGRIBUSINESS, ENVIRONMENT AND HEALTH AND WELLBEING PRIORITIES

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# A SUSTAINABLE LOCAL FOOD SYSTEM IN SURF COAST SHIRE

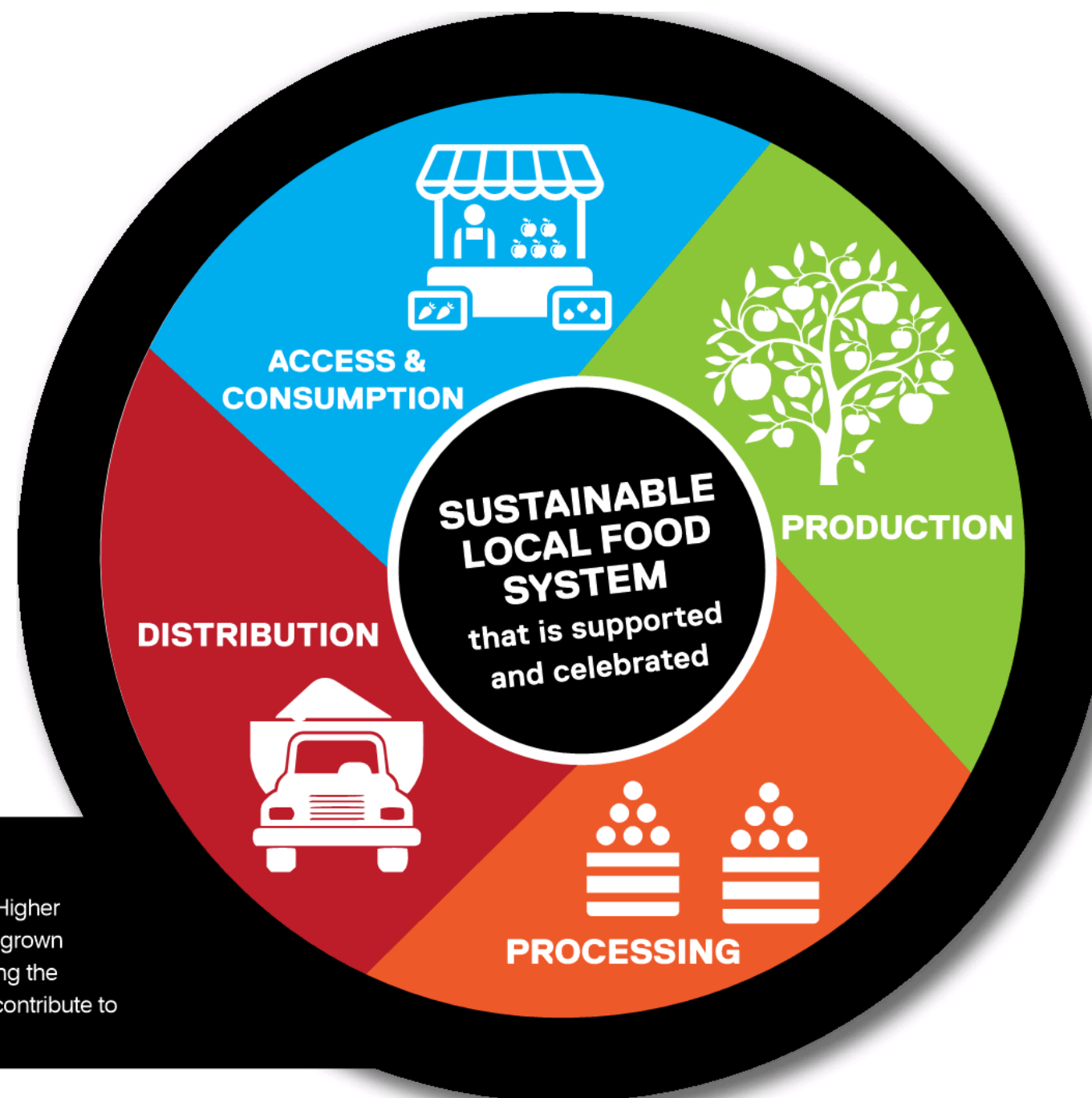
Our Local Food Program is based on a sustainable food system that:

- Protects or enhances the environmental values we depend on for growing food.
- Is fair and economically viable for growers, makers, sellers and consumers.
- Has positive impacts on the local community.
- Keeps environmental, economic and social aspects in balance.

Following is a snapshot of challenges and opportunities across our local food system. Each aspect takes into account **our community** and **our local food economy**. The aim is for Council to work with our community to support and enhance the future of food in Surf Coast Shire.

### Food and climate change

Looking at our entire food system provides an opportunity to prepare for a changing climate. Higher temperatures and lower rainfall will affect local food production, including which crops can be grown locally. Reducing emissions associated with food production, processing and storage, including the distance food is transported, has the potential to slow climate change. Taking action now will contribute to a resilient food system and community in the future.



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# PRODUCTION: *Our growers and makers*



## OUR COMMUNITY

Many members of our community grow food. Food is grown in individual homes, schools, early childhood settings, workplaces, community gardens and some other public spaces.

### Some known challenges for food production

- Many things can deter people from growing food at home – including a lack of time, interest or skill; cost; household pets and housing circumstances.
- Elderly residents can find growing food difficult because of health or physical limitations.
- Growing fruit or vegetables in public spaces can be a challenge due to factors such as maintenance, pest control and impact on others including potential slip hazards.
- The success of food growing programs in educational settings can be impacted by teachers' workloads, budgets and reliance on volunteers. They have been generally found to be more successful where horticultural expertise is available to support them.
- The above difficulties can also present challenges for growing food in other community settings such as aged care facilities and work places.

### Some opportunities for increasing food production

- Greater access to information about growing food.
- Work on increasing membership of community gardens.
- Where appropriate include provisions for growing food when planning public open space and residential developments.
- Develop partnerships that can support the growing of food – through the use of skilled volunteers for example.
- Increase participation in food growing at local kindergartens, schools and other institutions.
- People with a disability and those experiencing social disadvantage could be supported to build new skills through growing food.
- Identify opportunities for local food growers to share knowledge and build skills within the broader community.



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## OUR FOOD ECONOMY

Beef cattle, sheep and grains are the predominant food types produced in Surf Coast Shire. Also occurring in the shire are market gardens, berry farms, orchards, vineyards, hobby farms, chemical free/organic producers, free range eggs, honey, nuts, bread, tea, truffles, garlic, olives, duck, pork, ancient grains and heirloom vegetables. Wineries and breweries also contribute to our local food economy.

### Some known challenges for local food production

- Changing environmental factors including weather and water supply.
- Increasing cost of production – while the cost of production is relatively stable, input costs are rising.
- Soil acidity is increasing in some areas.
- Soil loss through erosion, soil structure decline and reducing fertility.
- The various economic challenges of operating a food or agri-business – large or small.
- Lack of consumer awareness of product availability.
- Availability and cost of land suitable for farming.
- Ageing population of farmers.
- Lack of opportunity for new and younger farmers to be involved in agribusiness or food production.
- A trend towards a reduction in size of local farms.
- The fact many farms are family owned and managed can limit employment opportunities and long term business continuity.
- Demand for residential housing can compete with the need for productive agricultural land for food production.
- Some aspects of food production (and associated activities) can impact upon neighbouring properties and cause land use conflicts.
- Restrictions associated with the planning scheme which can limit diversity of on-farm activities.
- Registration and compliance with food safety standards can create administrative burdens on small business owners and serve as a barrier to start-ups.
- Few local food producers have a direct supply arrangement with retailers or consumers of their product.
- Some local food businesses are operating without a sustainable (economically viable) business case.

### Some opportunities for increasing local food production

- Research the local/regional implications of climate change.
- Grow species and crops suited to the projected future climate and land use.
- Adopt food production methods that have fewer environmental impacts.
- Adopt precision agriculture technologies for more efficient use of water and nutrients.
- Capitalise on the market for chemical free/organic/biodynamic foods and low food miles.
- Upskill food producers in areas such as business planning and management, regenerative agriculture, innovation and technology.
- Encourage businesses to provide feedback on the Victorian Government's Small Business Regulation Review.
- Amend/advocate for appropriate changes to the planning scheme to support contemporary food production needs.
- Investigate farming and land use models that support energetic and new hobby/small (peri-urban) farmers.
- Utilise productive land for creating a green wedge in and around townships where appropriate.
- Identify ways to increase local employment in food production.
- Identify ways to enhance social inclusion and skill building.
- Improve efficiency in food processing and distribution to help cut costs and increase consumption.
- Find uses for food waste that provide added value such as on-site composting or use in new products.
- Incorporate local food production into high quality regional tourism experiences.
- Investigate opportunities for the production and sale of indigenous bush foods that are suited to local conditions.



5.2 Local Food Program

A SUSTAINABLE LOCAL FOOD SYSTEM IN THE SURF COAST SHIRE

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# PROCESSING: *The production line*



## OUR COMMUNITY

Preparing food to eat at home includes rinsing fresh vegetables picked from a home garden, cooking a meal or preserving foods to enjoy later on.

### Some known challenges for food processing

- Some people don't have the opportunity, skill or motivation to make healthy meals or snacks.
- For some there are more immediate priorities (housing, family, bills) that can take precedence over preparing meals from fresh local ingredients.
- Australians discard up to 20% of the food they purchase rather than consuming it before it goes bad.

### Some opportunities for food processing

- Support community members who struggle to access fresh food and prepare fresh, healthy meals.
- Provide information on how to make the most of seasonal foods including advice on healthy recipes, eating in season and preserving excess foods.





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A SUSTAINABLE LOCAL FOOD SYSTEM IN THE SURF COAST SHIRE

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## OUR FOOD ECONOMY

Commercial food processing involves preparing raw ingredients for consumption. This can include washing fresh produce, cooking or pickling foods, preparing meat products, pasteurizing dairy and other products, fermentation, milling grains, packing fruits/vegetables for transport and packaging foods. It can also include value-adding by taking primary produce and processing it to create a new, higher value product.

### Some known challenges for local food production

- Many of our farms produce relatively small (and seasonal) amounts of product.
- Existing facilities don't adequately support small batch processing.
- High utility and water costs are a barrier to local food processing (and production).
- There is a general lack of connection between small scale primary producers and processors.
- Current planning and other regulations prohibit some types of on-farm processing.
- Food processing in Surf Coast Shire is on a small scale compared to established markets such as the Yarra Valley in Victoria and Onkaparinga in South Australia.
- Recruiting a new workforce can be difficult given the relatively low wages in food processing.
- The distance between local producers and major markets often makes it more economical to process foods in industrial areas outside the shire.
- The cost of specialised food processing equipment can be prohibitive for small producers.
- Food processing generally requires large amounts of energy and resources, including electricity, plastic and other packaging.
- Neighbouring properties can be impacted by food processing and waste management – by noise, odour or dust for example.
- Good food is being wasted or under-utilised – due to consumer preferences for produce of a particular size/ shape or wastage created in turning fresh produce into other food products for example.
- Some local businesses and industries lack access to a skills base that would enable value-adding in food production and the food chain.

### Some opportunities for increasing local food production

- Advocate for changes to regulations that are prohibitive to small and medium food businesses while maintaining health and safety requirements.
- Identify opportunities for food producers to combine processing locally.
- Establish local /regional small batch processing (and distribution) facilities.
- Assess the adequacy of appropriately zoned land for food production and processing in the shire.
- Use technology and innovation to reduce waste and other impacts and improve efficiency in processing and packaging foods.
- Explore the viability of increased use of renewable energy to reduce running costs of food businesses and food processing.
- Identify ways to reduce the waste of good food during processing.
- Identify ways to increase employment in local food processing.
- Identify ways to support local food producers to turn raw foods into higher value produce (cheese or smallgoods for example).



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# DISTRIBUTION: *Getting food from paddock to plate*



## OUR COMMUNITY

Sharing foods – such as home grown, fresh seasonal fruit and vegetables – between friends, neighbours and colleagues is a way individuals distribute food in our community.

### Some known challenges for local food distribution

- Changes to lifestyles have diminished social connectedness meaning some neighbours no longer know each other. Neighbourhood sharing of food and knowledge is therefore reduced.
- Some rural areas receive only limited deliveries of fresh food.
- Regulations restricting commercial trade of home grown produce prevent some home producers from selling excess food or starting a small business.

### Some opportunities for local food distribution

- Identify ways to increase the regular, affordable supply of fresh, local foods to communities where this may be currently lacking.
- Increase awareness in communities of events and other opportunities for sharing local food with others.
- Explore the use of food box services and neighbourhood produce swaps to increase sharing of excess food within local communities.
- Identify ways to support home based food producers to distribute their products.



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## OUR FOOD ECONOMY

Distribution refers to the transporting of food from where it is produced or processed to where it will be consumed or used – by individuals, food retailers, restaurants, markets and wholesalers. This can include road, rail, air and sea and appropriate storage facilities along the journey.

### Some known challenges for local food distribution

- Distribution of local food is often inefficient. Many local growers send fresh produce to Melbourne based markets. Local food retailers in turn source their products from these Melbourne markets for sale back in the shire.
- Small to medium scale producers tend to have multiple distribution channels which can be inefficient.
- There is a lack of central infrastructure in the shire or region to distribute local foods.
- Limited phone and internet coverage in some rural areas means many food producers are not well connected to retailers and consumers.
- Small batch production of local foods can present challenges for local food retailers, cafes and restaurants who depend on security of supply.

### Some opportunities for local food distribution

- Reduce the length of supply chains to increase efficiency, increase consumer access to local foods and reduce food miles. For example:
- Better connect local producers with local food retailers and hospitality businesses.
  - Better coordinate the collection and delivery of local foods within the shire.
  - Explore the use of central distribution hubs within the shire or region to improve storage and distribution of local food.
  - Increase opportunities for cooperative selling, distribution and promotion within the local food industry.
- Other
- Increase the use of sustainable transport.
  - Identify ways to increase employment in local food distribution.



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# ACCESS & CONSUMPTION: *Love eating local*



## OUR COMMUNITY

Many people benefit from the health, social and educational value gained from growing, eating, sourcing, cooking and preparing quality local foods. As consumers we can also enjoy learning the stories and passions of the people producing local food, and we play a role in driving demand for local foods.

### Some known challenges for access to and consumption of local foods

- Food security – the stable supply of food and individuals’ access to it.  
For example:
- Some areas in our shire have a slightly higher percentage of residents who may struggle to afford safe, healthy foods compared with the state measure.
  - Affordability of fresh foods available locally can be a challenge for some.
  - Climate change and degradation of soil, air and water may compromise local production of food to meet future needs.
  - Food production in the shire may decrease if local farms cannot remain economically viable.
- Other
- Some locally grown fresh produce is sold to Melbourne markets rather than direct to local retailers.
  - Local, seasonal produce often has a narrow harvest window, which can be seen as an inconvenience in some households.
  - Due to the small batch/artisan nature of many locally produced foods, they may not be available in the regular places where people shop.
  - Some people tend to purchase more processed or pre-prepared foods and less fresh ingredients due to a lack of time, interest or skill in preparing meals themselves.
  - Higher costs of producing, processing and distributing some local foods may be passed on to the consumer.
  - Throwing out fresh foods that are purchased but not consumed leads to wasted money and resources, and places pressure on waste management systems.

### Some opportunities for increasing access to and consumption of local foods

- Further empower community members to grow their own food in homes, schools and other community spaces (as noted under Production).
- Encourage and promote community events that educate about local and healthy food consumption.
- Develop and promote materials such as websites, apps, brochures, databases and fact sheets that make it simple to find and access local foods.
- Increase digital coverage, particularly in the hinterland, to enable broad use of internet-based communication channels.
- Increase the amount of affordable local foods available to consumers through local outlets including markets, supermarkets and other retailers.
- Improve the efficiency of food production, processing and distribution to reduce the cost to the consumer.
- Adopt practices that will improve the resilience of our local food system.
- Investigate opportunities to increase knowledge, access and consumption of local indigenous bush foods.
- Promote and draw on the learnings from current of Give Where You Live food security research for the Geelong area.



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## OUR FOOD ECONOMY

The Surf Coast Shire has a diverse range of places where locally grown food can be bought and consumed, including cafes, restaurants, wineries, accommodation, greengrocers and other local retailers, markets, events, farm gate sales and harvest trails.

### Some known challenges for access to and consumption of local foods

- Regulations, including planning zones that effect on-farm sales.
- Consumer behaviour compounded by lack of broad access to local foods in major local retail outlets.
- Security of supply – retailers, cafes and restaurants require consistency of quality and quantity.
- Limited internet access in some rural areas limits their connectivity with retailers and other consumers.
- While many locally produced foods are recognised for their quality, the Surf Coast Shire is not generally well known for its produce.
- The hinterland has a large proportion of our food producers but it isn't well linked to the Great Ocean Road as a visitor destination.
- The seasonal nature of tourism (high summer visitation, low winter visitation) causes fluctuations in engagement, consumption and demand for local foods.
- Poor road infrastructure, such as corrugated gravel roads, can reduce the quality of fresh foods.

### Some opportunities for increasing access to and consumption of local foods

- Provide information about the value and availability of our local and seasonal foods.
- Enhance the current outlets for local food sales, including farmers markets, harvest trails, farm gate sales, food aggregators and retailers.
- Increase the amount of locally grown foods used in the local hospitality industry.
- Capitalise on the trend of consumer interest in local food.
- Increase growers' understanding of the needs of retailers and restaurants.
- Develop branding for our local food industry.
- Increase Surf Coast Shire's reputation as a food destination – from the coast to the hinterland.
- Better link with neighbouring local government areas to market local food products.
- Find opportunities to cross promote local food alongside other regional tourism attributes and leverage off events that are held in local townships.
- Better link the local food industry with the regional hospitality and tourism industry.
- Improve transport access to local food growing areas.
- Increase opportunities for consumers to connect with local food production, such as 'pick your own' venues.
- Provide better access to good food that would otherwise go to waste in stages of production or processing.



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WASTE AVOIDANCE & RESOURCE RECOVERY *Love food, hate waste*

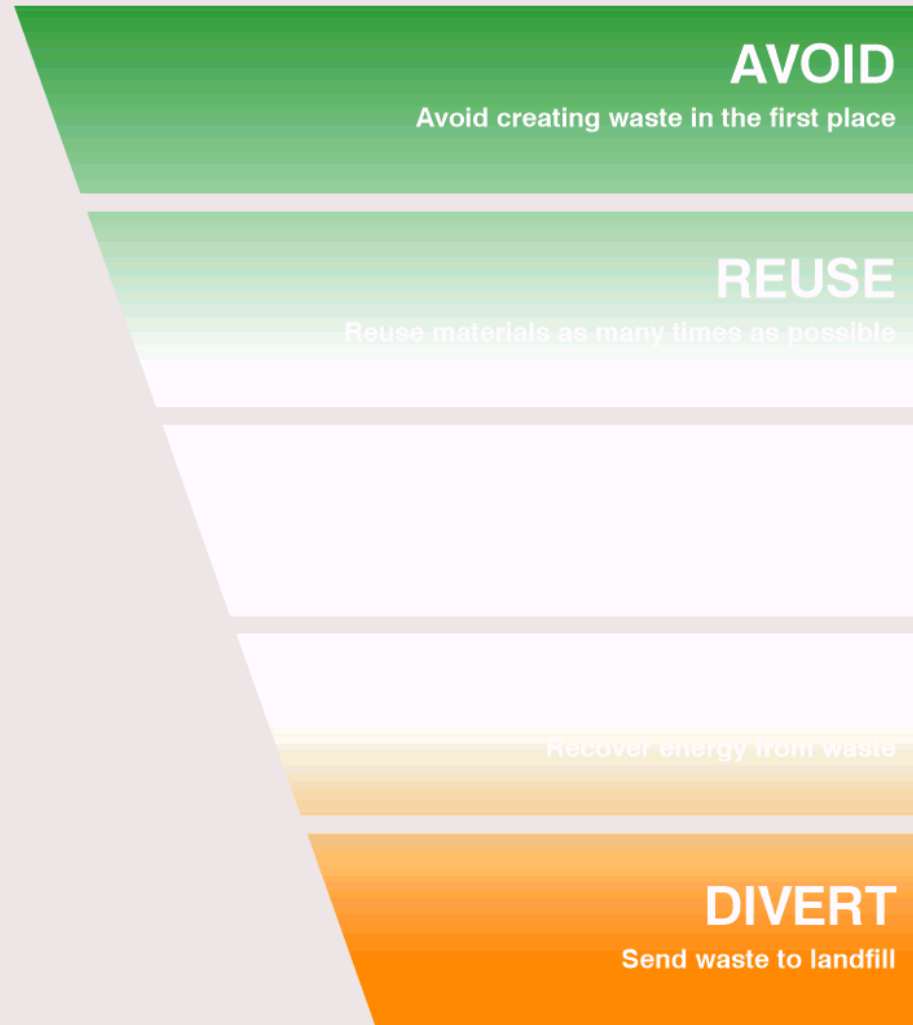
In community, business and agricultural contexts, avoiding and managing waste is important throughout the cycle of food production, processing, distribution, access and consumption.

Keeping food-related waste out of landfill is a priority, by first reducing the waste created in the food system, and considering all of the ways to put 'waste' to better use.

Most preferred  
 Highest  
 environmental value



Least preferred  
 Lowest  
 environmental value



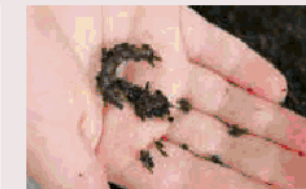
Some examples:



Don't let great taste go to waste in your home!



Redistribute excess fresh food through community food programs.



Nutrients in kitchen food scraps can be turned into compost or fed to worms, then used to maintain productive soils.



Commercial scale organic waste recovery utilises the embodied energy in food waste.



Food and other organic waste creates additional methane in landfill – so this should be the last resort!



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WASTE AVOIDANCE & RESOURCE RECOVERY *Love food, hate waste*

OUR COMMUNITY

Some known challenges for waste avoidance and resource recovery

- High rates of domestic food wastage nationally.
- Pressure on local facilities to manage organic wastes - contributing to the total waste volume in the shire.
- Currently no shire-wide method for collecting and processing domestic food waste into a useful product such as compost.
- A significant amount of organic food waste is currently collected in kerbside collection and sent to landfill.
- Organic waste creates additional methane in landfill facilities. Methane is a strong greenhouse gas, 21 times more potent than carbon dioxide.
- Food packaging, including plastics, tin and paper products create a huge volume of waste, can have negative impacts on the environment and visual amenity in the community and is often under-valued as a resource.

Some opportunities for waste avoidance and resource recovery

- Increase awareness of the cost and impact of domestic food waste, with the intention of changing behaviour to reduce food wastage.
- Increase awareness and uptake of (individual or shared) worm farms or compost bins in residential and community settings.
- Better utilise the knowledge and skill base of community gardens and schools for example, as demonstration sites for organic waste recycling.
- Investigate, trial and implement a residential food organics collection system in Surf Coast Shire (Council Plan, 16f).
- Work with the community to reduce general waste from food packaging and increase recycling – by promoting use of reusable shopping bags and containers and encouraging more food production in home and community settings to avoid packaging altogether.



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## OUR FOOD ECONOMY

### Some known challenges for waste avoidance and resource recovery

- Food packaging must meet health, safety and food preservation standards.
- Large amounts of plastic and other packaging materials are used throughout the food system, much of which is not reused or recovered.
- There is a lack of knowledge about food packaging options that have lower environmental impacts.
- Alternative food packaging can be more expensive.
- Organic wastes are under-utilised as resources. More fruit and vegetables could be sold as 'seconds' and scraps from processing can be turned into compost.
- Currently no shire-wide method for collecting and processing food waste.
- Limited access to alternative waste management facilities – either on-site or in the shire.
- Managing large volumes of waste water generated by primary food production and some processing.

### Some opportunities for waste avoidance and resource recovery

- Inform producers and consumers about alternative food packaging methods and materials.
- Work with business clusters or industries to identify ways to reduce or eliminate large waste streams.
- Expand on the success of current local businesses, projects and initiatives to further reduce waste through initiatives such as on-farm composting, waste water management and organic waste management in cafes.
- Investigate options to improve local food redistribution channels, including how to divert good food to those in need.
- Investigate opportunities to utilise or develop commercial organic waste recycling methods/facilities.

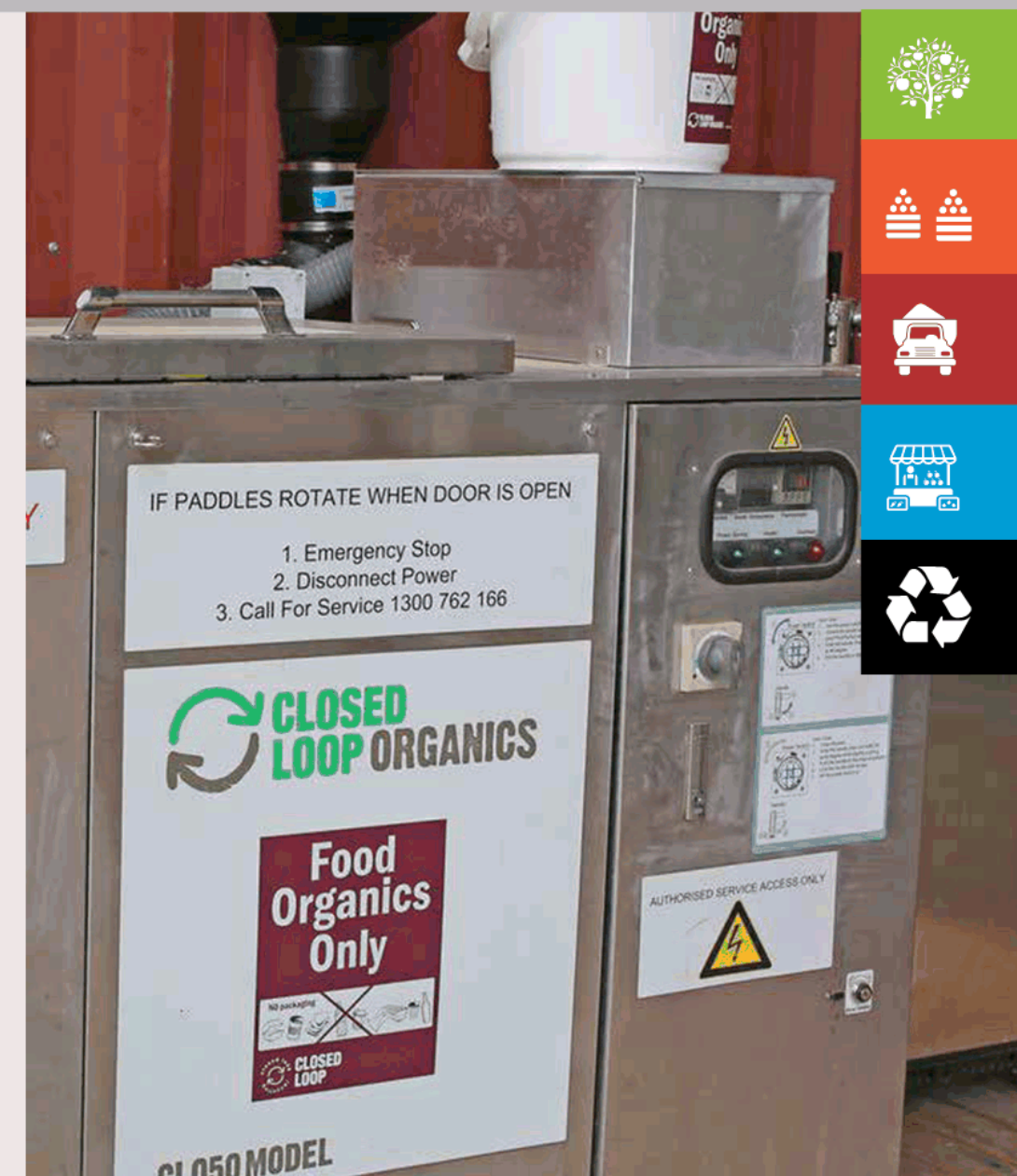


Photo provided by The Farmer's Place, Freshwater Creek



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# BE INVOLVED

## Involve yourself in the local food scene

### JOIN A COMMUNITY GARDEN

**Danawa Community Garden**  
Spring Creek Reserve, Torquay

**Anglesea Community Garden**  
5 McMillan Street, Anglesea

**Community Garden 3231**  
2 Fraser Drive, Aireys Inlet

**Gracedale Community Garden**  
16 Mountjoy Parade, Lorne

**Winchelsea Community Garden**  
51 Hesse Street, Winchelsea

**Torquay Community Men's Shed and Surf Coast Secondary College also have gardens.**

### BUY OR SELL PRODUCE AT A FARMERS MARKET

**Torquay Farmers Market**  
Every Saturday

**The Farmer's Place Farmers Market**  
Last Sunday of every month

**Winchelsea Growers and Makers Market**  
First Sunday of the month

### AT HOME

**Love food and hate waste in your home**  
[Visit the Love Food Hate Waste website.](#)

**Thinking about starting a local food business?**  
[Visit Surf Coast Shire Council's website.](#)

### AT SCHOOL

**Find resources for school/early years edible gardens**  
[Stephanie Alexander Kitchen Garden Foundation.](#)

### IN THE COMMUNITY

**Get involved in a [Community Kitchen \(Torquay\)](#)**  
Contact Christine or Fiona at Spring Creek Community House on phone 5261 2583.

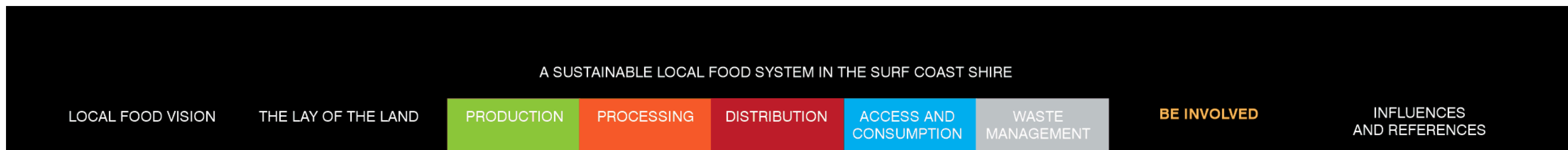
**Got the skills to teach others about an aspect of growing or making food?**  
Contact your local community garden or Community House.

**Could a grant help get your idea off the ground for a community food initiative?**  
[Surf Coast Shire Community and Events Grants.](#)

### IN BUSINESS

**Find out whether installing solar could benefit your food business**  
For free advice contact independent energy experts, [Positive Charge.](#)

## 5.2 Local Food Program

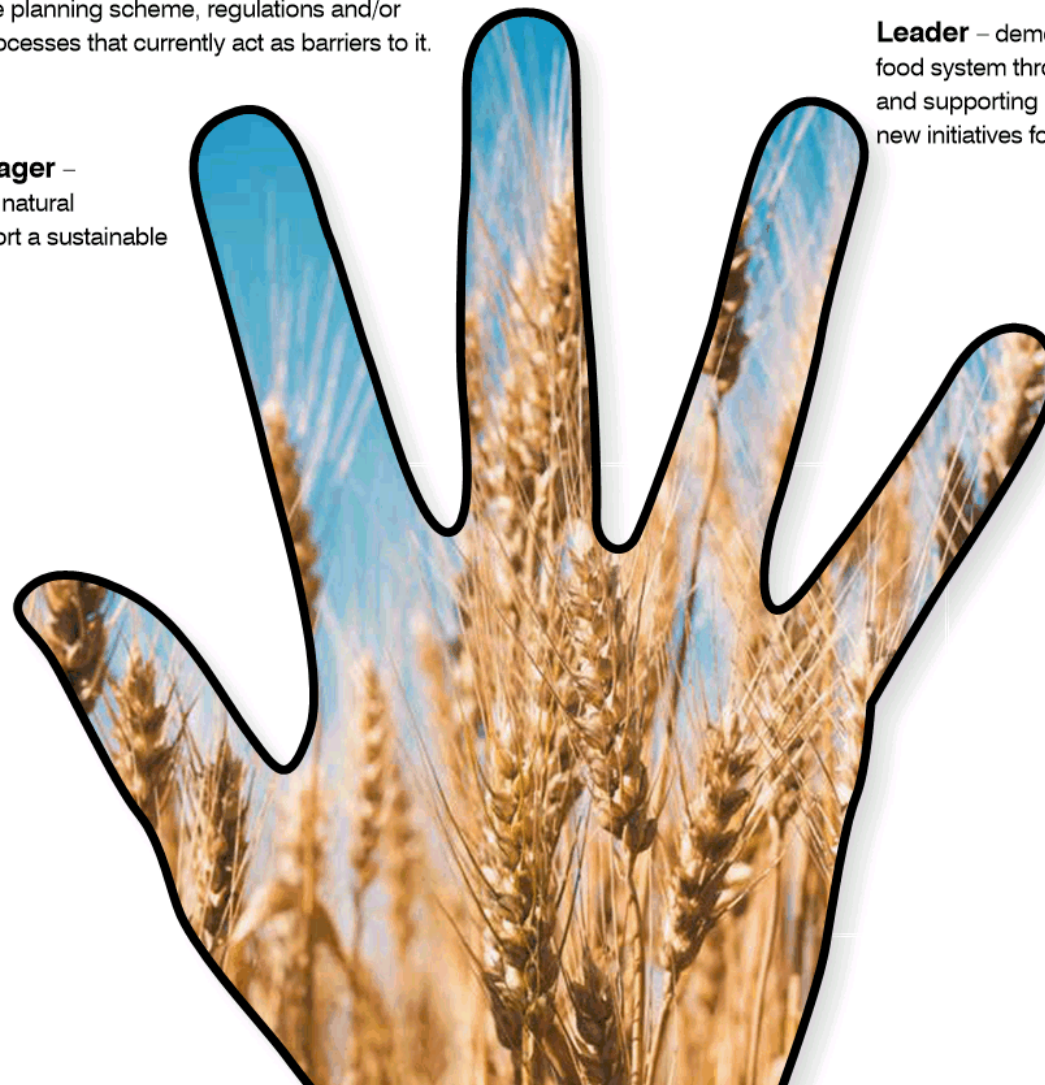


### What roles can Council play in helping our community and environment to thrive – through our local food program?

**Advocate** – raising the profile of our local food system, and leading change in the planning scheme, regulations and/or processes that currently act as barriers to it.

**Planner/regulator/manager** – managing infrastructure and natural resources in ways that support a sustainable local food system.

**Partner/Facilitator** – making connections between Council services, community groups/ organisations, local businesses, government agencies, education institutions, funding streams and training opportunities for example.



**Leader** – demonstrating support for our local food system through Council's operations, and supporting demonstration projects and new initiatives for example.

**Educator** – helping people make good choices when producing and consuming food, and promoting the value of our local foods, for example, through events, case studies, workshops, programs, research, information resources, smartphone/ tablet apps, grant/funding opportunities, promotion and marketing.

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## Action planning

A detailed Action Plan outlining specific programs, projects and events for Council to implement with community will be developed following community consultation on this Local Food Program discussion paper.

The following are some proposed actions for Council to take. The community consultation process will help inform additional actions where Council can work alongside the community to achieve more in supporting and celebrating our local food system.

Action	Outcome
Become a signatory to the Urban and Regional Food Declaration by Sustain: the Australian Food Network	Council joins other Councils and organisations to declare its commitment to local food, ecosystem preservation and food security.
Implement a Sustainable Food Procurement Policy for Council	A large proportion of food/catering purchased by Council will be locally grown or produced.
Support community gardens to thrive	Community gardens are supported to maintain their facilities, enhance their memberships, host events and provide opportunities for people to learn from others about growing and preparing food.
Enhance food growing programs in Council-managed kindergartens	Children (and their families) who attend these kindergartens have access to fresh, local foods.
Develop and maintain strategic partnerships to enhance local and sustainable food production, access and consumption	Council officers play a role in linking members of the public with agencies/ organisations, e.g. for the purpose of advocacy, access to grants and training, etc.
Encourage and embed events that promote the profile of local foods into the Surf Coast Shire annual calendar	Community members and visitors can learn more about our local foods through a range of attractive events including markets and festivals.
Improve the accessibility/public interface of information related to producing and accessing/consuming local foods	Members of the public can easily find information that supports increased production and consumption of locally grown foods, e.g. on Surf Coast Shire website and social media.
Implement Council's Hinterland Futures Strategy	Act on findings and recommendations (e.g. in relation to planning, zoning and/ or regulations related to our local food industry), and work to remove barriers to better enable appropriate food production in the shire.
Continue to maintain vegetable and herb garden beds in the staff outdoor lunch area, and manage internal food waste using composts and worm farms at the Civic Offices	Council staff can plant and eat foods grown in the staff outdoor lunch area. Food scraps are turned into worm castings and compost on-site, which are used to nourish the gardens.

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# INFLUENCES AND REFERENCES

## Our Local Food Program draws upon local, regional and national influences including:

### LOCAL

#### Council

- *Council Plan 2017-2021* (incorporating the Health and Wellbeing Plan)
- Towards Environmental Leadership
- *Open Space Strategy 2016-2025*
- *Edible Landscapes Initiatives* (2014)
- *Hinterland Futures Strategy* (due for release in 2018)
- One Planet Living gap analysis for Surf Coast Shire (2017)
- Environment and Rural Advisory Panel workshops in 2015, and workshop combined with the Tourism Reference Group in 2016
- Work undertaken by consultants in local food in 2015 and 2017

#### Community

- Local growers, farmers, producers, rural land owners, businesses, retailers, market organisers, community gardens, food trails, community groups, education settings, Landcare groups, etc.

Council's *Hinterland Futures Strategy* (Council Plan, h21) will complement the Local Food Program by providing detail about things that influence and impact upon primary food production in the shire's hinterland. This includes land use planning and regulations.

### REGIONAL

Surf Coast Shire Council is an active participant in G21 pillars and an advocate for G21 initiatives, including:

- *Sustainable Agribusiness Strategy* for the G21 Region 2017-2022
- G21 Agribusiness Forum > Innovation Roadmap
- *G21 Healthy Eating and Active Living* priorities
- Regional Food System Alliance

#### Other agencies, organisations and networks

- [Climate Resilient Communities of the Barwon South West](#)
- [Climate-Ready Victoria](#) – Barwon South West fact sheet, State Government of Victoria (2015)
- [Climate Change Implications and the Corangamite Soil Health Strategy \(2008\)](#)
- [Corangamite Catchment Management Authority](#) > National Landcare Program
- [Barwon Water](#)
- [Barwon South West Waste and Resource Recovery Group](#)
- [Peri Urban Group of Rural Councils](#) (of which Surf Coast Shire Council is a member)
- [Give Where You Live Foundation](#), Geelong
- G21 municipalities: Colac Otway, Golden Plains, City of Greater Geelong, Queenscliffe and Surf Coast.

### STATE AND NATIONAL

- Municipal Association of Victoria
- Department of Environment, Land, Water and Planning (DELWP)
- Department of Economic Development, Jobs, Transport and Resources (DEDJTR)
- Department of Health and Human Services (DHHS)
- Regulators, e.g. for agricultural, health and food industries
- *Food Systems and the role of Local Government*, Victorian Local Government Association, 2017
- *Food and Fibre Sector Strategy*, State Government of Victoria, 2016
- *Victoria's Climate Change Framework*, State Government of Victoria, 2016
- *Feeding a hungry nation: Climate change, food and farming in Australia*, Climate Council, 2015

Note: There are currently no national directions related to food production since the Australian Government's National Food Plan: Our food future (2013) was abolished by the federal coalition government in 2014.

### 5.3 Domestic Animal Management Plan (DAMP)

**Author's Title:** Manager Planning & Development

**General Manager:** Ransce Salan

**Department:** Planning & Development

**File No:** F16/940

**Division:** Environment & Development

**Trim No:** IC17/1593

**Appendix:**

1. Domestic Animal Management Plan 2017-21 - Exhibition Copy (D18/6485)
2. Domestic Animal Management Plan 2017-21 - Unedited Outputs Community Workshop (D18/6487)
3. Domestic Animal Management Plan 2017-21 - Unedited Outputs Staff Workshop (D18/6489)

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

#### Purpose

The purpose of this report is to consider the Draft Domestic Animal Management Plan (DAMP) 2017 – 2021 in anticipation of placing the plan on public exhibition in February 2018.

#### Summary

Under the *Domestic Animal Act 1994* Council must review the DAMP each year and undertake a full compressive review every four years. This plan has been prepared to meet the requirement of the Act and provides a new four year plan for Council's domestic animal services.

The plan has been developed with the community following the preparation of the Paw-ticipate community engagement process. The plan contains 23 objectives and 57 actions across the areas staff development, process improvements, nuisance management, domestic animal overpopulation and euthanasia, reporting and performance management.

This report recommends placing the new DAMP on public exhibition for a period of one month during February to test the communities acceptance of the plan seek public submissions.

#### Recommendation

That Council:

1. Endorse the draft Domestic Animal Management Plan that has been prepared in accordance with Section 68 A of the *Domestic Animals Act 1994* for the purpose of community consultation.
2. Place the draft Domestic Animal Management Plan on exhibition for a period of 28 days.
3. Receive a further report on the consultation outcomes at a future Council Meeting prior to consideration of the adoption of the Domestic Animal Management Plan.

## 5.3 Domestic Animal Management Plan (DAMP)

### Report

#### **Background**

The plan has been prepared with extensive community engagement and addresses the hard questions that arise in the community in relation to the issues and tensions between those that enjoy and seek the company of dogs and cats as pets and those in our community that don't. The responsibilities of sharing our public spaces and obeying the rules that seek to achieve a balance have been a focus of the new plan.

Section 68 A of the *Domestic Animals Act 1994* provides the frame work for the content of the plan, what it must address and contain. These are:

- A method of evaluating the Council's Service
- Training programs for Council's authorised staff
- Programs services and strategies to be pursued including, educational, compliance, minimising dog attacks, overpopulation and high euthanasia, registration, nuisance issues and dangerous dogs
- Review existing orders and local laws made under the Act
- Other matters related to managing of dogs and cats such as environmental impacts
- Periodic evaluation of the plan.

#### **Discussion**

Animal management is one of the key comparative services on the "Know your Council" web site. Council has performed well on most of the indicators. These being:

- Surf Coast is more responsive to customer requests achieving a 1 day average when the State average is 2.06 days
- Animal reclaims are at 91.07% when the State is 51.24% (we have very low euthanasia rates)
- Our service is slightly more expensive at \$57.03 per registered domestic animal compared with \$53.75 for the State
- We have a lower number of prosecutions than other Councils being three for the 2016 -17 reporting period where as the State average is 10.

Surf Coast has been experienced high population and development growth rates. This has been reflected in the growth in dog and cat registration numbers. Over the last four years there has been a 59% increase in dog registrations and 58% for cats against the 2014 registration levels. If this rate continues it is projected that over the life of the new plan the registered dog population will exceed 8,000 and the registered cat at population will exceed 1200. This provides both a servicing challenge but also an opportunity to fund the service demand with a larger and growing registration base. The visiting dog population is also a challenge with Geelong having many more registered dogs and owners enjoying visits to Surf Coast beaches with their pets.

Council received an extension of time to complete the plan to enable for community consultation and for the exhibition of the plan over the summer period when the visiting community is present. The plan has been developed with the involvement of the community through an online survey, community and staff workshops. The unedited outputs from the community and staff workshops are attached to this report.

The on-line survey was completed by 424 respondents who ranked issues of importance which were:

- Dog behaviour, notably dog attacks
- Threats to wildlife and stock
- Enforcement
- Dog litter
- Attitudes of pet owners with irresponsible owners spoiling it for others
- Off leash areas - providing alternatives to the beaches
- Support for micro chipping

The community and staff workshops identified and addressed the "hard questions" that arise. These were defined in the following way:

- Balance the needs of responsible dog and cat owners with the community and educate for improvement in domestic animal management so that responsible owners are not penalised.
- Have the most effective way to monitor and enforce compliance with regulations and laws and achieve compliance from those people who do not respect the rules.

### 5.3 Domestic Animal Management Plan (DAMP)

- Know what citizens can do to help our rangers and resource them to improve compliance effectiveness, including pet registration.
- Change some pet owners' attitude and behaviour as well as manage aggressive dogs.
- Better focus on protecting the environment and threatened species.
- Review and allocate off-leash and on-leash beach areas.

The aim of the plan is contained within the purpose statement. *The plan aims to achieve responsible dog and cat ownership through education and innovative strategies that allow pets and people to harmoniously and safely live together across the Surf Coast Shire.* It is a plan shaped by the principles derived from the community consultation.

The objectives and actions are to be achieved over the four years of the plan. Together they form a comprehensive strategy to address the challenges facing Surf Coast in the delivery of animal management services to the community.

#### **Financial Implications**

The plan provides direction for the delivery of animal management services over the next four years. The plan will need to be supported through the normal Council budget cycle. Council's service is slightly more expensive (at \$57.03 per domestic animal) than the services of comparative councils. However, Surf Coast has a more challenging environment in which to deliver the service, with over 70 kms of coastline urban beaches and being in proximity to Victoria's largest regional centre Geelong.

Growth in the number of registered dogs in the community has been significant and the opportunity to seek a greater contribution through registration fees will need to be considered in future budgets.

#### **Council Plan**

Theme 3 Balancing Growth  
Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth  
Strategy 3.2.4 Ensure appropriate funding mechanisms are in place to support future growth including developer contributions

Theme 5 High Performing Council  
Objective 5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed  
Strategy Nil

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

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

The plan has been written to comply with the requirements of section 68 for the Domestic Animals Act 1994.

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

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

#### **Risk Assessment**

Council has a statutory obligation to prepare then deliver a four year plan in response to its duties under the Act. The delivery of the service, amongst other matters, seeks to address the known risks to the community of dog attacks and dangerous dogs together with environmental impacts and nuisances with the interaction of domestic animals in our community.

#### **Social Considerations**

The role that pets (cats and dogs) play in our community socially as companions and also economically as working dogs is well recognised. There is a very high level of dog ownership amongst the permanent resident population in our municipality, much higher than other areas of the State. The value many in our community place on having a pet in the family is clearly significant. The responsibly of sharing our public spaces requires a level of Council regulation, responsibility and cooperation by all in our community.

### **5.3 Domestic Animal Management Plan (DAMP)**

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

The plan has been prepared with extensive community engagement and addresses issues that arise in the community in relation to the responsibilities of dog and cat owners and the wider interaction within our community in general. The community response to the engagement strategy was high with 424 responses to the online survey. Community and Staff workshops were well attended. The responsibilities of sharing our public spaces and obeying the rules that seek to achieve a balance, have been a focus of the new plan.

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

Domestic dogs and cats are capable of having negative impacts on the natural environment. Dog waste in our parks, on beaches and along walking trails is an environmental issue. The impact on threatened species such as the hooded plover is also a concern that regulations and enforcement can assist in managing, when education and awareness of the issue in the community don't result in responsible pet ownership.

#### ***Communication***

The new DAMP will need to be placed on public exhibition for a period of 28 days in February and submissions will be invited from the community. The exhibition of the plan will be publicised in the media, at events and on Council's Web site.

#### ***Options***

##### Option 1 – Not proceed to exhibit the plan

This option is not recommended by officers as Council has to prepare the plan and the exhibition of the plan is an important way of testing the content and direction with the community.

##### Option 2 – Exhibit the plan

This option is recommended by officers as it will provide an opportunity to refine the plan after considering the feedback from the community and before the plan is adopted.

#### ***Conclusion***

The plan has been prepared with input of the community and Council staff. It seeks to address the current issues facing the animal management services delivered by Council and the duties and obligations placed on local government under *Domestic Animals Act 1994*. It is recommended that the plan be placed on public exhibition for a period of 28 days and that the community be invited to review and make submissions to Council in accordance with section 223 of the *Local Government Act*.



**5.3 Domestic Animal Management Plan (DAMP)**

**APPENDIX 1 DOMESTIC ANIMAL MANAGEMENT PLAN 2017-21 - EXHIBITION COPY**



## **Our Plan**

How people, dogs and cats in the Surf Coast Shire can live together in safety and harmony

**Domestic Animal Management Plan 2017-2021**

Exhibition Copy

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## The 4 “Paw-ticipation” Principles of our Plan

Our plan recognises the communities’ strong role in helping us to develop the plan through the “Paw-ticipate” community engagement process. The principles that flowed from Paw-ticipate” have been translated into the revised Domestic Animal Management Plan (DAMP).

So what does responsible dog and cat ownership mean in our Shire?

The Domestic Animals Act 1994 (The Act) requires Victorian Councils to have a current DAMP that directs the management of cats and dogs. Surf Coast Shire not only recognises that companion animals are part of our community and contribute to the health and wellbeing of many people but also that for people and pets to live together in safety and harmony owners must be responsible.

Responsibility is open to interpretation and that’s why we’ve worked with the community to understand what it means to us here in our Shire. To achieve responsible pet ownership we will be guided by the **4 key “Paw-ticipation” Principles**. These four behaviours apply to residents, visitors and Council. To make sure we achieve the ‘4’ Council will initiate and balance the need for both enforcement and community education to achieve the priorities and with the aim of harmonious relations between people and pets.

### Responsibility is all yours

You are responsible for your pet and it’s behavior. For us to live safely together, our dogs and cats need to be part of the community – people and other living creatures - where there are standards of behavior for how we interact. If your animal can’t live within the community’s standards, it won’t come as a surprise if you are held responsible and penalised for any of their actions, which cause harm or concern. In this area we are very serious about the following dangerous, threatening or menacing behaviours:

- Dog attacks on people or other animals are not acceptable under any circumstances.
- This includes cats and dogs threatening or harming birds and wildlife. Some of the birds and animals living in our coastal and hinterland environments are endangered or fragile like the hooded plover for instance. It’s up to all of us to look out for them. Keeping our dogs and cats away from them and their homes is essential. There are no exceptions.
- Dogs threatening livestock is not acceptable either. Livestock are valuable and the way some of us make a living.

### Be aware

Not everyone is comfortable around animals and not everyone loves your dog or cat as much as you do. We need to balance the needs of pet owners with the rest of our community. This balancing act is all about being aware:

- Some people are wary or even frightened of dogs and cats. Just think about how they might see or respond to a dog rushing up and jumping on them or another dog. **Even friendly advances can intimidate people and children wary of dogs.** They won’t like this behavior at all.
- Menacing dogs on leads and those who aggressively defend territory can also be frightening to some people. They won’t like these behaviors either.
- Barking dogs can be annoying. A dog that barks needs attention. If your dog is a ‘barker’ get advice on what might be done to stop this. Your dog will be happier, you will be happier and so will your neighbours.
- Cats straying onto other people’s property, marking their territory and dirtying someone’s vegetable patch or plants are not going to be seen in any positive light no matter which way you look at it. Encourage cats to be kept inside or in cat enclosures. There is a existing cat curfew in place across the municipality from sun set to sun rise.
- Some animals don’t know how to behave and need a bit of training. Some owners don’t know how to behave and need a bit of encouragement to be less rebellious and more community minded. Get training help. Help is available to learn how to train your pet.

You'll learn, your dog will learn and you'll meet and socialise with others...all great outcomes!

### **Don't be a spoiler**

Rules are really not meant to be broken! Our aim is to achieve safe and harmonious relations and *that's* what the rules are for. Dog and cat owners, who know the rules and behavior standards and obey them, get a bit upset with others who don't... and so do we. Your responsibility is to know the rules, stick to them and not spoil it for others by ignoring or breaking them. We only make rules when they are necessary. If we all obey the rules we get on together but if you break them, you will be penalised. In particular these things really upset people in our community:

- Pick up the poo! When you walk, take a bag with you, pickup after your dog and put it in the bin. Dog poo is a health hazard to you your pet and the amount of animal waste on our walking paths, parks and beaches is an avoidable environmental issue.
- Off the lead, only in off-leash areas! Off-leash walking areas are provided so your dog can run free and socialise. It's also an opportunity for you to do the same. But please, only walk your dog off the lead in off-leash areas. Walking your pet in other areas without a lead causes tensions with those who don't want to walk and socialise with dogs.
- Keep your cat inside. Keep your cat indoors or in a cat run so they don't roam. Obey the cat curfew.
- De-sex and trap! Help control stray and feral cats, which threaten our endangered and fragile species by de-sexing your own cat and using the cat trap hire service if you are experiencing unwanted visits from cats. This helps reduce unwanted pregnancies and litters keeping the cat population in a managed state and reducing the cross over into the feral cat population.

### **A balanced approach**

Council will do its bit to manage the balancing act between enforcement and promoting and educating our community on the '4' and other ways to be a great pet owner. Rules need to be enforced otherwise there is no point in having them and people ignore rules when they are not regularly enforced. This will change with our officers being around more. However, we're committed to promoting and educating people about responsible animal ownership. To build knowledge, skills and attitudes in successful pet ownership and community living we will:

- Make sure signage around the rules of behavior is clear
- Be seen and be there through patrolling
- Use technology and community input when we can't be seen or be there
- Develop a Pet Watch Program similar to Neighbourhood Watch
- Continue to innovate the registration of animals
- Develop educational programs so our young people know how to be effective pet owners and influence others in the community to be the same
- Provide a feedback loop on what action was taken and why it was taken when someone breaks the rules
- Work with the Great Ocean Road Coast Committee to make management of our beaches simpler

This is what responsible pet ownership means to our community and the DAMP has been developed and should be read referencing all of our '4 **Paw-ticipation Principles**'

## **Purpose and principles of our plan**

The Domestic Animals Act 1994 (The Act) requires Victorian Councils to have a current Domestic Animal Management Plan (DAMP) that directs the management of cats and dogs in the community. It does not include any other domestic animal group.

Surf Coast Shire Council's DAMP is built from the '4 Paw-ticipation Principles' developed with the community, two core strategies of enforcement and building the capacity of pet owners to be responsible and a number of associated actions.

The plan covers the entire Shire and its implementation must be evaluated annually with results included in Council's Annual Report.

### **Plan purpose statement**

The plan aims to achieve responsible dog and cat ownership through education and innovative strategies that allow pets and people to harmoniously and safely live together across the Surf Coast Shire.

### **Principles guiding the development of this plan**

- It is written from a community perspective and reflects what is important to them
- It complies with the requirements of the Act
- It deals only with the management of cats and dogs

## Community engagement

### Whole system planning and involvement

At the beginning of the plan review process a staff workshop mapped the whole system around the management of dogs and cats. The whole system is defined as all the groups and individuals who will influence or be influenced by the DAMP.

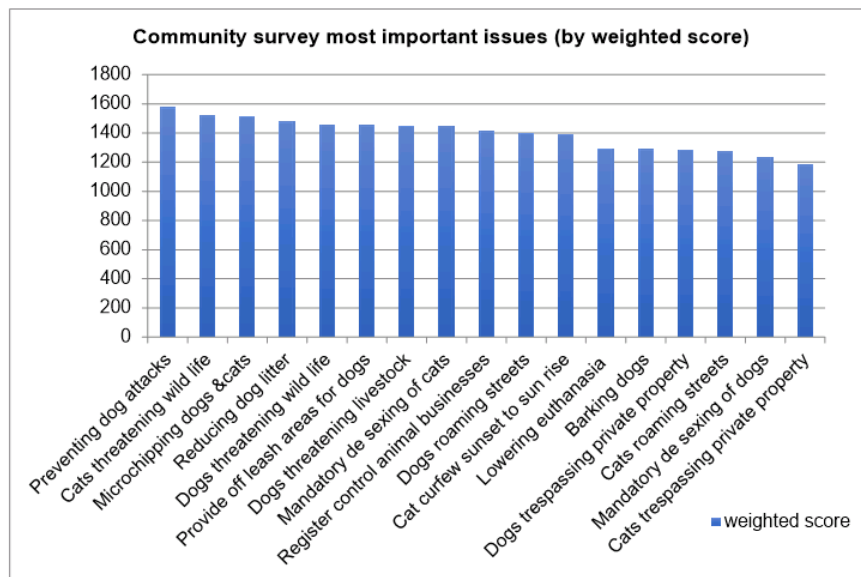
This work resulted in the following whole system groups being identified in the community engagement process.

1. Animal Welfare Agencies
2. Education (schools and child care)
3. Community members
4. Animal Businesses
5. Council
6. Compliance & Enforcement agencies
7. Media
8. Government Agencies
9. Environmental Groups and Agencies
10. Sporting Groups and Recreation

Community input was obtained through:

- A Community survey that attracted 424 responses
- A staff survey completed by 45 Surf Coast employees
- A community workshop of 35 people representative of the issues whole system
- A staff workshop from across Council departments

A summary of the key issues coming from the community engagement activity is appended to this document:



## Our Shire - demographics and domestic animals

Surf Coast Shire is a fast growing municipality located in South West Victoria. It has a relatively low level of unemployment and median weekly incomes are higher than Victoria and Australia as a whole. The principal settlement Torquay / Jan Juc is 120km from Melbourne and 21km south of Geelong. Other coast settlements include Anglesea, Aireys Inlet and



Lorne. Inland Winchelsea provides a local service center for the surrounding rural hinterland along with two smaller villages of Moriac and Deans Marsh. The geographical location and connecting road networks make the Shire a popular place to live and visit.

The permanent population has grown 35% over the past ten years and is now 29,937 (2016 census). Children aged 0 to 14 are 20.6% of the population and

persons aged 65 and over 17.5%. The median age of 42 years is relatively high compared to Victoria and indicates the Shire's popularity for retirement.

The 2016 census also recorded 41.9% of private dwellings as unoccupied. These are predominantly holiday homes and over the summer and at weekends the populations of the coastal townships increase significantly. Along with new residents, holidaymakers and day visitors come more companion animals. 5,304 dogs and 848 cats are registered with Surf Coast Council. This means that around 52% of permanent dwellings have a dog.

The Shire has a large geographical footprint of 1,560 square kilometres that includes both rural and peri urban settlements. There are over 70 kms of coastline comprising of some of the premier beaches and surfing in Victoria, interconnected by coast walks and bush land. This is unique to us and a challenge to provide the resources required for enforcement and compliance. There are also different animal management issues in the rural and urban areas. Our hinterland areas are being farmed in proximity to Geelong the largest and fastest growing regional center in Victoria. Farming and non-farming activities in this area lead to dog attacks on live stock.

## Our plan

The objectives and action plans for all sections of the DAMP have been combined with tables under each section of the plan so they can be viewed in the context of the present situation for each of the key responsibility areas of the plan. Programs are shaded against each year as they are ongoing. Projects, which have a beginning and an end, are shaded against the year in which they are to occur. The action table shows that programs form most of the work over the life of the plan.



## Our people

This section of the plan addresses the requirement of Section 68A (2) (b) of the Domestic Animals Act 1994. It deals with Council's human resourcing for the animal management task, the current skills of the team and planned training.

### Present situation

The Local Laws team is part of the Planning and Development Department. The Local Laws team is responsible for domestic animal management, school crossings, local laws enforcement and parking control. Enforcement activities often place officers in confronting situations so ensuring staff safety is a priority, as is ensuring officers are trained in all aspects of the role. The community engagement process indicated a willingness amongst community members to assist Local Laws officers and the potential for officers to form closer community linkages was also identified. A "Pet Watch" scheme similar to Neighborhood Watch was suggested. Seasonal population fluctuations strain the resources available for all aspects of the Local Laws Officer role.

Another issue influencing the enforcement capability of the Local Laws team is clarifying the responsibility for enforcement of other landowners and managers across the Shire. For example management responsibility for beaches rests with the Great Ocean Road Coast Committee (GORCC). However in the eyes of the community it is Council that is responsible. Collaborative arrangements between Council and other land managers need to be agreed and this could lead to Council entering into new service provision contracts.

Planning for growth in demand on the service, with the increasing population of permanent domestic animals on the coast, increased visitors and holiday house owners to the area is a significant challenge. Over the next four years the percentage increase is likely to see another 3,129 dogs and 491 cats registered in the municipality.

The current cost of the service is \$57.03 per registration. The growth in registrations over the next four years will equate to an increase of \$206,448 direct cost to the running of the service when this is used as a multiplier.

Making this service activity more efficient and effective is a priority. The need for a specialised vehicle for beach access and use of mountain bikes to cover the walking trails has been identified as ways to achieve this. Reviewing our processes such as those relating to barking dog complaints will all provide for efficiency opportunities.

Additional officer resources will also be required. Some Councils' have dedicated local ranger services rather than multi- skilled officers trained to carry out a wider range of local law and parking responsibilities. This might be a better way to address the demands on this service in the future.

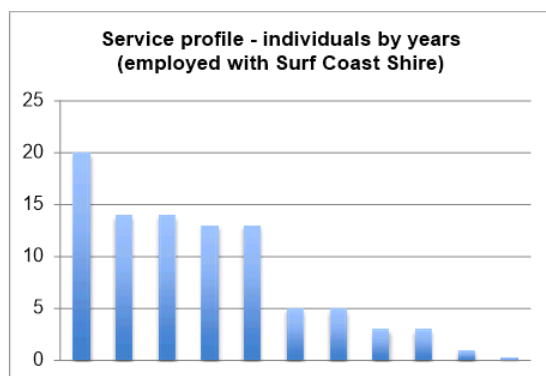
### Objectives

- Sufficient resources will be provided to effectively deliver the domestic animal management service over the four year period and respond to the seasonal demands and unique challenges of our coastal areas
- Our employees will be fully trained to deliver the service, supported by best practice in procedures and ensure the occupational health and safety of all regulatory employees
- Collaborative working relationships are established between regulatory employees and the community with the roles and responsibilities between the community, Council and other open space managers clear

## Staffing

The local laws team is comprised of eleven team members delivering a range of services, local law enforcement, parking restrictions, responding to Stock on Roads and the domestic animal management. Authorised officers are trained to deliver multiple services. As smaller municipality the practicalities of specialising or dedicating officers to a single service responsibility has not been possible with large seasonal fluctuations in demand.

The service profile shows five of the eleven-team members have over ten years' service. There is likely to be two officers considering retirement within the next four years.



## Training

Surf Coast Shire is committed to ensuring all staff have the necessary training to be able to undertake the tasks associated with the administration and enforcement of the Act. The majority of officers are fully trained and several have extensive police experience. A training plan has identified areas for further training with newer staff being priority.

## Performance measures

- All individual training plans for Local Laws Officers are completed
- All Local Laws officers are fully trained for the requirements of their position
- Completed succession plan for the Local Laws team
- There is positive community engagement with domestic animal management
- Clarity and cooperation between land managers and Council for enforcement in open space areas.
- Number of patrols and associated enforcement activity

Action	17/18	18/19	19/20	20/21
<b>Our People</b>				
Update the individual training plans for Local Laws Officers annually.				
Implement the individual training plans for Local Laws Officers.				
Complete a succession plan for the Local laws Team				
Form a community reference group to assist with domestic animal management with clear charter to: <ul style="list-style-type: none"> <li>• Raise community awareness</li> <li>• Establish a program to strengthen working relationships between Local Laws Officers and the community</li> <li>• Examine the practicality of a Pet Watch program</li> </ul>				
Develop service agreements with other land managers (GORCC) for Council to provide an increased compliance and enforcement presence on coastal land on a fee for service basis.				

Action	17/18	18/19	19/20	20/21
Secure the planned progressive increased resources to provide additional patrols and vehicles throughout the year and during seasonal peak times with a business case based on 59 % growth in registrations				

## Our processes

### Registration and identification

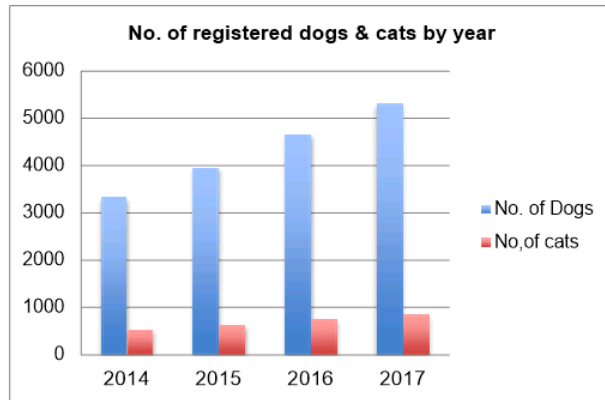
This section of the plan addresses the requirement of Section 68A (2) (c) (v) of the Domestic Animals Act 1994. It deals with Council's programs and strategies for the registration and identification of dogs and cats.

#### Objectives

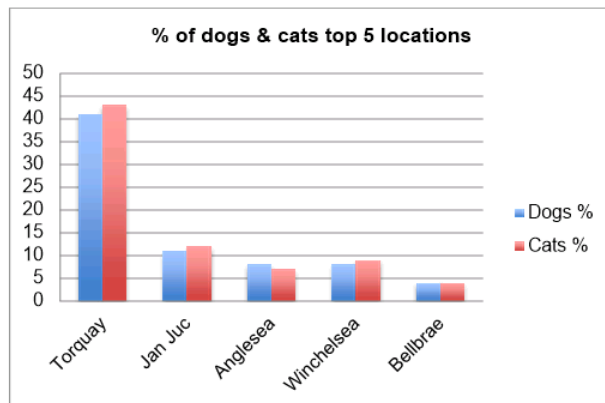
- To ensure all cats and dogs over the age of three months, residing in the municipality are registered annually with minimal delay and implanted with a micro chip
- Registration fees are set at a level that reflects the higher cost of enforcing the Act in the Surf Coast environment and make a fair contribution to the costs of running animal management services

#### Present situation

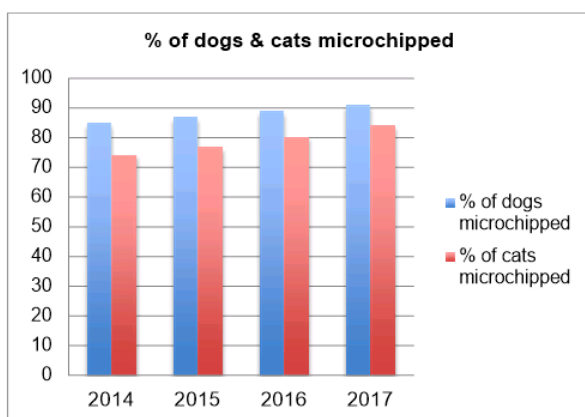
In 2017 there were 5,304 dogs and 848 cats registered in the Shire. The following chart shows the number of dogs grew by 59% and the number of cats by 58%. This reflects the increasing residential growth occurring in Surf Coast. If the growth is sustained the number of dogs and cats will continue to increase. Monitoring the arrival of dogs and cats with new residents will be an ongoing issue. In the next four years of this plan the registered dog population could on projection increase to 8,433 and the cat population to 1,339.



52% of dogs and 52% of cats are located in Torquay and Jan Juc. 72% of dogs and 75% of cats are located in the top five locations.



91% of dogs and 84% of cats were micro chipped in 2016. There has been a steady increase in the percentage of both registered dogs and cats being micro chipped. This identification strategy has been well accepted by animal owners. The compulsory requirement for micro chipping prior to be registered has meant this is only a small population of animals now not been micro chipped.



The percentage of dogs and cats de-sexed is also high. The percentage of registered dogs de-sexed is 79% while 97% of cats are de-sexed. De-sexed, micro chipped or pensioner owned animals are able to be registered for a third of the costs under the Act as a reduced registration. Current reduced registration fees are \$40.50 per annum. A review of the animal registration fees occurred in January 2017. Council opted for a small increase in the fees. There is significant scope and justification for registrations to be increased.

**Performance measures**

- Number of animals registered
- Timely conduct of the registration process with a reduction in the percentage of late registrations
- Percentage of registered animals micro chipped
- Net cost of the service to Council is not increased

Registration and Identification				
Action	17/18	18/19	19/20	20/21
<b>Education and promotion</b>				
In conjunction with Council's Communications and Community Engagement Team ,issue press releases to all local media outlets promoting pet registration prior to the renewal period as part of developing an overall annual coms plan for the DAMP				
Publicise the micro-chipping program				
Continue to provide 12 months free registration for animals adopted from pounds and animal shelters.				
<b>Compliance activities</b>				
Conduct a door knock and phone campaign to follow up overdue registrations				
Door knock permanent residential properties in proximity to Otway National Park boundary to ensure cats and dogs are registered and constrained to properties and review effectiveness to determine if this should be an ongoing program				
Introduce online registration forms and processes to ensure it is easy for pet owners to register aligned with online rate payment service and use of social media to promote when registrations are due.				
Review registration fees annually to achieve no net increase in cost of delivering the service over the next four years to fund the increasing demands on the service and a fair sharing of the				

costs between registered animal owners and the wider community				
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**Nuisance management**

This section of the plan aims to minimise nuisances that may be caused by dogs or cats under Section 68A(2)(c)(vi) of the *Domestic Animals Act 1994*. Nuisance behaviours include wandering dogs and cats, threats to wildlife and livestock, barking dogs and unsocial behaviour of dogs including dog litter.

**Objectives**

- The needs of responsible dog and cat owners are balanced with those of the community.
- Information on animal nuisances and regulations is available and accessible to the community including clearly defined enforcement standards with informed and responsible pet owners.
- Establish effective ways to monitor and enforce compliance with regulations and laws that will provide for safe and clean community spaces.

**Present situation**

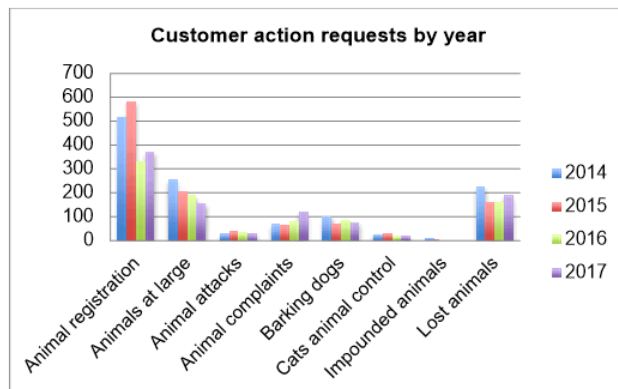
The issues of responsible pet ownership and fair compliance are priority areas for animal owners and the community. Balancing the needs of responsible dog and cat owners with community and having effective compliance processes were two of the hard questions to come from the community engagement. The general view was that communication and education strategies were preferable to enforcement but it was also felt that irresponsible owners were causing a problem for everyone.

Enforcement should focus on owners who do not respect the rules. There is a need to clearly state what "responsible pet ownership" means in Surf Coast. The standards need to be unambiguous so enforcement can be fair. Acknowledging responsible owners was a suggestion made during the community engagement.

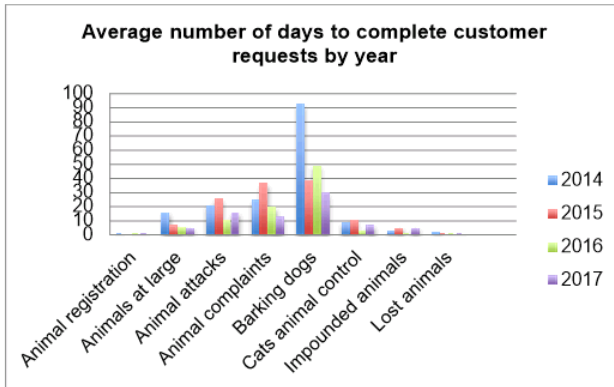
Another issue was the need for a feedback loop about the actions taken to resolve customer requests. People, who take the trouble to make a request, want to know what action has been taken.

Around 1000 customer requests for animal management issues are made each year. Requests for registration, lost animals and animals at large are the highest areas. Customer action requests are trending down. This is encouraging trend given the growth in the dog and cat population. It indicates the level of service provided by Council has been increasing.

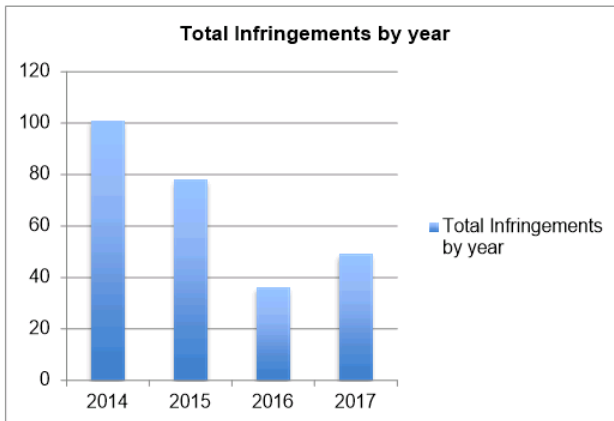
	2014	2015	2016	2017	Average
Customer action requests	1234	1160	902	968	1066



Similarly the number of days to complete customer requests has been trending down. Barking dog complaints take the longest time to resolve. Over the past four years Council has been better at responding. Identifying more effective ways of addressing these nuisance types is an area of high importance. Since 2014 there has also been a focus on the timely closing out CRM's which will be accounting for some of the reduced times. Equally though this service area has been the subject of high visibility regularly featuring in press articles and letters to the editor along with social media interest. The service has been given a priority over other areas resulting in the level of service improving overall.



Infringements are also trending down. The use of cautions and warnings for first time offenders has become a standard practice. There is a community desire for more penalties to be applied to those owners not being responsible.



**Performance measures**

- Number of community requests for service.
- Time taken to resolve service requests.
- Number of enforcement notices issued.
- Community satisfaction with cleanliness of public open spaces and paths
- Community satisfaction with responsible animal ownership
- Evidence of improved owner attitude

Nuisance Management				
Action	17/18	18/19	19/20	20/21

<b>Education and communication</b>				
Adopt the "pick up the Poo" School program to raise awareness in partnership with the community.				
Make better use of cost effective communication processes such as social media to engage the community.				
Ensures all persons making a request for service (CRM) get feedback on the action that has been taken.				
Establish the annual "poo muster program", "Snap it, Pin it, Pack it" to gather annual data on the amount and location of dog waste on our paths and public spaces				
Contribute to the feasibility study into the development of a major dog park off leash area for the high pressure areas (Torquay foreshore)				
Provide information to the community about preventing threats to native flora and fauna by dogs and cats.				
Review extending the provision of dog litter bag dispensers and disposal bins in parks and beach car park area across the Shire.				
<b>Compliance activities</b>				
Review and improve dog barking investigation and enforcement policy and procedures. Shift focus to neighbors and communities working together to achieve harmony.				
Review the Barking dog Work instruction (CS-Wi-126) to update the process to current best practice				
Targeted patrols of the popular public areas including peak usage times introducing efficiency measures: <ul style="list-style-type: none"> <li>- Mountain bikes access for path network</li> <li>- A small all-terrain vehicle capable of covering beach areas effectively each week</li> </ul>				
Continue to provide a citronella collar hire service to help manage barking dogs				
Increase the number of cap traps for hire by 25 % to catch wandering and stray cats				
Pro-actively trap on Council bushland reserves prior to cat breeding season and humanely destroy feral cats.				
Provide a 24-hour service for the collection of dogs, nuisance animals, stray animals and dog attacks.				
Continue to return identified dogs at large to their owners as a priority response, first offense warning to apply				

### Dog attacks and dangerous dogs

This section of the plan aims to minimise the risk of dog attacks throughout Surf Coast Shire under Section 68A(2)(c)(iii) of the *Domestic Animals Act 1994*. It also addresses the identification and control of dangerous and menacing dogs and restricted dog breeds under Section 68A(2)(c)(vii) of the *Domestic Animals Act 1994*.

"Preventing dog attacks" rated first in the issues of importance in both the community and staff surveys. The notion of attack is not just confined to dangerous and aggressive breeds. Dogs rushing up to people, jumping on other dogs and people, aggressively defending territory, menacing dogs on leads were all mentioned as areas of concern. There is also the issue of dogs attacking livestock in the rural areas. The number of dog attacks has been increasing. Over the last four years there has been a 32.5 % increase in reported dog attacks. The current ratio of dog attacks to registered dogs in the municipality is 1:88.

	2014	2015	2016	2017
No of dog attacks	43	51	51	57



Details of dangerous, menacing and registered breed dogs in the Shire are maintained on the Victorian Declared Dog Registry (VDDR)

Legislation exists in Victoria restricting the following dog breeds: American Pitbull Terrier (or Pit Bull Terrier) and Perro de Presa Canario (or Presa Canario), Japanese Tosa, Fila Brasileiro, Dogo Argentino.

If Council declares a dog to be dangerous it must be appropriately identified and restrained within premises that display compliant warning signs.

### Objectives

- Progressively lower the current ratio of dog attacks to registered dog numbers in the municipality over the four years of the plan
- All dogs in public spaces to be under effective control with prompt responses to reported dog attacks
- High community awareness of dog attacks with all dog owners are aware of the consequences for dog attacks
- Full regulatory compliance for registered dangerous dogs and restricted breeds

### Present situation

The number of dangerous, menacing and restricted breed dogs is comparatively low considering the number of dogs in the Shire. The number has remained stable between five and six for the past four years.

	2014	2015	2016	2017
Dangerous, menacing and restricted breed dogs	5	6	6	5

Council constantly encourages the community to report all dog attacks and court outcomes are published to keep everyone informed and provide a deterrent. If an attack occurs Animal Management Officers (AMO) conduct a full investigation and may prosecute the owner. Dog attacks are treated seriously and always followed up. Communication with the public is essential to give them every option to lodge a complaint. On occasion, Council officers may exercise the discretionary power to destroy dogs in certain circumstances, impose a *Dangerous Dog* declaration or a *Menacing Dog* declaration.

### Performance measures

- Number of dog attacks
- Number of dog attack complaints
- Time taken to attend dog attacks
- Time taken to resolve dog attacks
- Accuracy of records
- Number of enforcements for non compliance
- Number of prosecutions of owners of dangerous and restricted dogs for non compliance
- Community perceptions of safety from dog attacks

Dog Attacks and Dangerous Dogs				
Action	17/18	18/19	19/20	20/21
<b>Education and promotion</b>				
Raise awareness of risk of dog attacks in the home, in the street, on walking paths and in parks and how to reduce these risks through: <ul style="list-style-type: none"> <li>• Distribution of brochures, factsheets and other material developed by the Bureau of Animal Welfare and/or Council, including information with registration renewals</li> <li>• Actively promoting the Bureau of Animal Welfare Responsible Pet Ownership (RPO) Schools Programs (<a href="http://www.pets.dpi.vic.gov.au/01/main.htm">www.pets.dpi.vic.gov.au/01/main.htm</a>) which address living with dogs and minimising risk of dog attacks, and the 'We Are Family' 'from pregnancy to pre-school' Program</li> </ul>				

<p>(<a href="http://www.dpi.vic.gov.au/pets/environment-and-community/we-are-family">www.dpi.vic.gov.au/pets/environment-and-community/we-are-family</a>).</p> <ul style="list-style-type: none"> <li>• Providing information to vets, pet shops, breeders, shelters, etc., to display and/or hand out</li> <li>• Council's social media (Facebook)</li> </ul>				
Promote and encourage the reporting of dog attacks whether on public or private property and provide the community with information on how to report dog attacks – if they are bitten or witness an attack on a person or animal.				
Continually look for opportunities to improve signage in public spaces that are off-leash areas, areas in which dogs are required to be effectively controlled/on-leash, and areas in which dogs are prohibited across all public land with responsible agencies.				
Promote and encourage effective confinement and control of dogs				
Report outcomes of major dog attack prosecutions to local media, being sensitive to victims, to raise awareness in the community of the need to report dog attacks, and Council's action in relation to attacks				
Provide information that enables community members to recognise dangerous, menacing and restricted breed				
Promote the dangerous dogs hot line 1300 101 080				
Provide owners of dangerous, menacing and restricted breed dogs with information that details their obligations under the Act				
Improve public awareness of prosecutions involving declared dogs through the media to raise awareness				
<b>Compliance activities</b>				
<p>Review the current work procedure to improve dog attack investigation. Support with the development of a process and policy framework to guide decisions and ensure legal compliance.</p> <p>Develop a specific declaration procedure for:</p> <ul style="list-style-type: none"> <li>• Dangerous dogs</li> <li>• Menacing dogs</li> <li>• Restricted breed dogs</li> </ul> <p>based on best practice keeping the victim informed</p>				
Conduct regular patrols to make sure declared menacing and dangerous dogs owners are meeting their obligations				
Conduct annual audit of information provided to Victorian Declared Dog Registry so it is current				
Investigate use of Calgary model with the aim of getting the model in place in 4 years				
Patrol public spaces to monitor dog behaviors and being on lead				

### Domestic Animal Businesses

Compliance with Section 68A (2) (c) (ii) of the Domestic Animals Act 1994

Domestic Animal Businesses include:

- Breeding and rearing establishments
- Pet shops
- Shelters and pounds
- Boarding establishments
- Dog training operations

### Objectives

- All Domestic Animal Businesses are managed in accordance with legislated standards
- The welfare of animals being traded through domestic animal businesses are protected

**Current situation**

There are nine registered animal businesses (DABS) in the Shire.

They include:

Dog training establishments 2

Shelters and pounds: 1 dog and 1 cat

Boarding establishments: 6

There are no council orders in place relating to DABS so officers rely on the Domestic Animals Act. Random and scheduled audits are conducted and complaints followed up. Pre permit inspections are carried out prior to registration. The annual registration fee is ten dollars. This is below the annual cost of inspection and compliance.

**Performance measures**

- Accurate register of domestic animal businesses
- Number of registered domestic animal businesses
- Compliance with regulations
- Protection of animal welfare

<b>Domestic Animal Businesses</b>				
Action	17/18	18/19	19/20	20/21
<b>Education and promotion</b>				
Provide all Domestic Animal Businesses with a copy of the code of practice				
Hold Bureau of Animal Welfare fact sheets at the Council office and distribute them to Domestic Animal Businesses as required				
<b>Compliance activities</b>				
Conduct annual inspections of all Domestic Animal Businesses located in the Shire and audit sites				
Conduct random patrols to identify unregistered Domestic Animal Businesses				

**Domestic animal overpopulation and euthanasia**

This section of the plan addresses any over population and high euthanasia rates for dogs and cats under Section 68A (2) (c) (iv) of the *Domestic Animals Act 1994*. It reinforces the need to have animals registered and identified to avoid impoundment and the possibility of euthanasia. Trapping wandering domestic cats and stray cats combined with sterilisation and rehoming reduces the potential for feral cat populations developing. This helps with the conservation of local flora and fauna. Surf Coast has extensive public lands and National Park areas. The *Threat abatement plan for predation by feral cats 2015* identifies the important role of local government in the management of feral populations.

Under the national plan Cats can be grouped into categories according to how and where they live. The definitions and categories used vary widely, so the following terms are used for the purposes of this plan:

- feral cats are those that live and reproduce in the wild (e.g. forests, woodlands, grasslands, deserts) and survive by hunting or scavenging; none of their needs are satisfied intentionally by humans;
- stray cats are those found in and around cities, towns and rural properties; they may depend on some resources provided by humans but are not owned; and
- domestic cats are those owned by an individual, a household, a business or corporation; most or all of their needs are supplied by their owners. If the confinement of domestic cats becomes more common, the category of a domestic cat may need to be divided to confined and unconfined cats because the potential for these two groups to impact on native fauna is different.

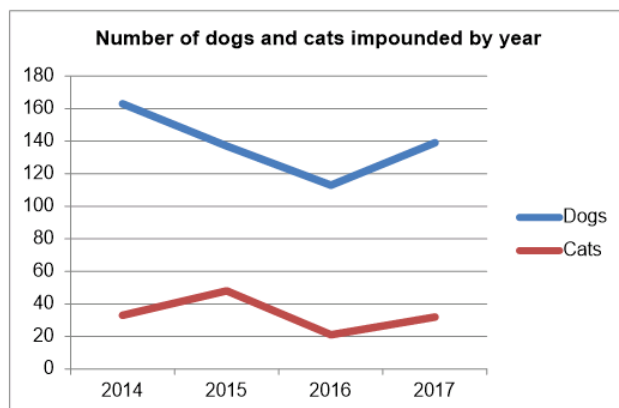
**Objectives**

- Encourage cat owners to confine domestic cats
- Reduce the population of stray and feral cats to lower the need for euthanasia resulting from over population of stray and feral cats  
 Maintain high reclaiming and rehoming rates for dogs
- Minimise animal hoarding by acting on all reports and assisting owners to remove excessive animals

**Current situation**

The number of dogs being impounded is trending down from a high of 163 in 2014. On average 34 cats are impounded each year. The low number of animals being euthanised and rehomed indicates successful stray animal identification and owner reclaim. Identification has been greatly assisted by the micro-chipping program.

	2014	2015	2016	2017
Dogs impounded	163	137	113	139
Cats Impounded	33	48	21	32
Dogs euthanised			6	0
Cats euthanised			4	10
Dogs rehomed			4	1
Cats rehomed			8	3



**Performance measures**

- Percentage of dogs and cats registered and micro chipped
- Number of dogs and cats impounded (trend)
- Number of dogs and cats rehomed
- Number of dogs and cats reclaimed by their owner
- Number of dogs and feral cats euthanised
- Lower impacts on local flora and fauna

Domestic Animal Population and Euthanasia				
Action	17/18	18/19	19/20	20/21
<b>Education and promotion</b>				
Promote "Saving A life" to encourage the adoption of impounded dogs and cats				
Provide accessible information explaining the need to keep animals confined within the owner's premises to prevent straying and potential euthanasia.				
Provide the first year of registration free for animals adopted from a pound or shelter				

<b>Compliance activities</b>				
Investigate other regional providers of rehoming services and the potential for a further section 84Y agreement to provide for further rehoming opportunities.				
Hire out traps to the community to catch wandering cats				
Issue infringement notices for wandering dogs and trespassing cats				

### Annual review, reporting and performance management

This section addresses compliance with Section 68A(3) of the Domestic Animals Act 1994.

#### Objectives

- A current and well maintained plan
- Assessment of actions taken and annual performance
- A data set that guides continual improvement of processes
- Updated local orders and local laws
- Inclusion of new projects and programs
- Published evaluation of plan implementation in Council's annual report

#### Current situation

Reporting on the implementation of the DAMP in Council's Annual Report could improve. Also the collection and use of data to help with performance measurement and community communication would benefit from a review.

<b>Annual Review, Reporting and Performance Management</b>				
Action	17/18	18/19	19/20	20/21
Report on animal management service standards with annual reporting of achievements against the standards				
Undertake and annual review of the DAMP in November				
Prepare an annual report on the implementation of the DAMP and publish it in Council's annual report				
Develop a format for the publication of DAMP implementation				
Develop an annual communication plan to coordinate the delivery of the educational aspects of the DAMP and report on the delivery and effectiveness of the initiatives through the DAMP Implementation plan				

#### Performance measures

- Completion of the DAMP annual review
- Publication of the DAMP annual implementation report
- Provision of a copy of the DAMP to State Government
- Implementation of the revised performance measurement system

## Appendices

### 1: Key issues coming from the community engagement

#### **Dog behaviour**

"Preventing dog attacks" rated first in the issues of importance in both the community and staff surveys. The notion of attack is not just confined to dangerous and aggressive breeds. Dogs rushing up to people, jumping on other dogs and people, aggressively defending territory, menacing dogs on leads were all mentioned as areas of concern. Even friendly advances intimidate people and children wary of dogs. Under effective control is a concept open to interpretation among dog owners and others. Barking dogs did not rank highly as an issue of importance in the surveys.

#### **Threats to wild life and livestock**

The natural instinct of cats to roam and predate on birds and wild life is an area of strong concern. "Cats threatening wildlife" rated second and third in importance in the community and staff surveys respectively. People also object to cats straying into their property, marking their territory and fouling vegetable gardens. However "cats trespassing on private property" was rated low in importance in both surveys. There is support for the cat curfew but concern about enforcement. There is a strong view that cats should be confined indoors or in cat runs to stop roaming. Compulsory de sexing of cats and the use of traps are supported as strategies for the control of feral cats. Only 20% of community survey respondents were cat owners. "Dogs threatening wild life" was in the top five issues of importance in both surveys and their impact on threatened species like the hooded plover was raised. Also "dogs threatening livestock" is an important issue particularly where rural and urban areas coincide.

#### **Enforcement**

Rules need to be enforced otherwise there is no point in having them and people ignore rules when they are not regularly enforced. An increased patrolling presence is needed in peak, seasonal times and after working hours when people are walking dogs. There is a willingness to help rangers and the idea of a pet watch program similar to neighbourhood watch was suggested. There is potential for rangers to build closer ongoing links with community. Education was seen as a better strategy than imposing increased penalties. There is also a need for a feedback loop with animal complaints so that people know what action was taken and why. It is recognised that increased enforcement has resource implications. Enforcement on beaches is an area complicated by the Great Ocean Road Coast Committee (GORCC) being responsible for the management of beaches.

#### **Dog litter**

"Reducing dog litter" rated four in the community survey list of important issues. The amount of dog litter on walking paths, parks and beaches is seen as a health and environmental issue. The provision of bags in Torquay was seen as working reasonably well but there is a desire for the service to be extended to other areas. However there is also a view that the bags are environmentally problematic. Providing more bins in easily accessed locations to dispose of bags is also an issue. There is a concern that visitors are less likely to do the right thing. Picking after your dog needs to be given more emphasis in signage, education programs and enforcement. This is an area where harsher penalties were suggested. However for beaches it is subject to the jurisdictional issues with GORCC

#### **Attitude of owners**

The irresponsible attitudes of some animal owners are spoiling it for the rest. It was suggested that visitors have less regard for the rules. Owner attitudes extend to the management of both dogs and cats. Education, particularly in schools, promotion and signage are seen as preferable to increased penalties. There was a suggestion that the animal owner should be licensed as responsible.

#### **Off leash areas**

The need for dogs to run off leash for exercise and socialising with other dogs is recognised. Off leash areas also provide social opportunities for owners. Increased provision of enclosed off leash areas ranked sixth in the issues of importance in both surveys. Allowing dogs off leash on beaches is popular with owners but contentious for others. Providing more alternative areas to beaches is seen as a potential strategy to reduce tensions.

#### **Micro chipping**

Micro chipping of dogs and cats rated third and second as issues of importance in the community and staff survey respectively. The program is considered to be working well and further initiatives in this area are likely to be supported.

#### **The community's hard questions to be addressed in the plan**

The community workshop identified the following hard questions to be addressed as priority areas by the DAMP.

##### **How will we...**

- Balance the needs of responsible dog and cat owners with the community and educate for improvement in domestic animal management so that responsible owners are not penalised.
- Have the most effective way to monitor and enforce compliance with regulations and laws and achieve compliance from those people who do not respect the rules.
- Know what citizens can do to help our rangers and resource them to improve compliance effectiveness, including pet registration.
- Change some pet owners' attitude and behaviour as well as manage aggressive dogs.
- Better focus on protecting the environment and threatened species.
- Review and allocate off-leash and on-leash beach areas.

## 2: Legislative requirement of the domestic animals act

### Domestic animal management plans

Under Section 68A of the Domestic Animals Act 1994, every Council must prepare a domestic animal management plan, as follows:

- 68A Councils to prepare domestic animal management plans
- (1) Every Council must, in consultation with the Secretary (*of the Department of Economic Development, Jobs, Transport and Resources*), prepare at 4 year intervals a domestic animal management plan.
  - (2) A domestic animal management plan prepared by a Council must—
    - (a) Set out a method for evaluating whether the animal control services provided by the Council in its municipal district are adequate to give effect to the requirements of this Act and the regulations; and
    - (b) Outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district; and
    - (c) Outline programs, services and strategies that the Council intends to pursue in its municipal district—
      - (i) To promote and encourage the responsible ownership of dogs and cats; and
      - (ii) To ensure that people comply with this Act, the regulations and any related legislation; and
      - (iii) To minimise the risk of attacks by dogs on people and animals; and
      - (iv) To address any over-population and high euthanasia rates for dogs and cats; and
      - (v) To encourage the registration and identification of dogs and cats; and
      - (vi) To minimise the potential for dogs and cats to create a nuisance; and
      - (vii) To effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations; and
    - (d) Provide for the review of existing orders made under this Act and local laws that relate to the Council's municipal district with a view to determining whether further orders or local laws dealing with the management of dogs and cats in the municipal district are desirable; and
    - (e) Provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary; and
    - (f) Provide for the periodic evaluation of any program, service, strategy or review outlined under the plan.
  - (3) Every Council must—
    - (a) Review its domestic animal management plan annually and, if appropriate, amend the plan; and



- (b) Provide the Secretary with a copy of the plan and any amendments to the plan; and
- (c) Publish an evaluation of its implementation of the plan in its annual report.

### 3: Surf Coast Shire Community Amenity Local Law No 1:

#### PART 5 - KEEPING OF ANIMALS

##### 5.1 Keeping Extra Animals

- (1) A person must not, without a permit, keep domestic animals, in a dwelling, in residential zones, a rural living zone or a built up area:
  - (a) Any animal that is not listed in *table one*; or
  - (b) More than 5 different types of animals or more than the number prescribed for each type of animal in table one.
- (2) A person must not, without a permit, keep animals in flats and units in a residential area:
  - (a) Any animal that is not listed in the *table two*; or
  - (b) More than the number prescribed for each type of animal in *table two*.
- (3) A person must not, without a permit for keeping animals, also applies to a person keeping more than 5 dogs or 5 cats on any other land in the municipal district.
- (4) The following animals and the maximum number permitted are allowed to be kept in residential zones, a rural living zone or a built up area to:

**Table One:**

TYPE OF ANIMAL	MAXIMUM PERMITTED
Dog	2
Cat	2

- (5) The following animals and the maximum number permitted are allowed to be kept in flats and units in residential areas are:

**Table Two:**

TYPE OF ANIMAL	MAXIMUM PERMITTED (Without permit)
Dog	1
Cat	1

##### 5.2 Trespassing Animal

The owner or occupier of any land where any animal is kept, other than a dog or cat, must ensure the type of animal being kept on the land does not trespass on any Council land or a road.

##### 5.3 Animal Litter

The owner or person in charge of an animal must:

1. Whilst on Council land or a road or in a public place, have in their possession a bag or container which can be used for the collection of that animal's excrement.
2. Immediately collect and remove all of the excrement left by the animal on Council land or a road or a public place.

##### 5.4 Horses on Council Property

5.4.1 A person in charge of a horse must not without a permit:

- (a) Ride or lead a horse on any Council land or footpath in a residential area;

- (b) Allow the horse to cause any damage to Council land or to a road; or
  - (c) Allow the horse to create a risk or danger to other users of the Council land or road.
- 5.4.2 A person in charge of a horse must immediately collect and remove all of the excrement left by the animal on Council land or a road or a public place.

#### 4: Council's current orders, local laws, policies and procedures

The following table details the orders, local laws and work instructions that are in place to manage dogs and cats across the Shire

Name	Purpose
<i>Domestic Animals Act 1994</i>	Compulsory de-sexing of all cats over the age of 3 months.
Surf Coast Shire Community Amenity Local Law	<ul style="list-style-type: none"> <li>• Designated 'Off Leash Areas' Dogs must be on leash at all times unless in designated off-leash areas.</li> <li>• Designated 'Time Share Areas' Where dogs are not allowed and during particular periods allowed off leash.</li> <li>• Designated 'No Dogs Allowed' areas.</li> <li>• Limitation of two (2) dogs and (2) cats in residential areas without a permit.</li> </ul>
Domestic Animals Act 1994	<ul style="list-style-type: none"> <li>• All areas except rural areas 8pm to 6am– Cat Curfew.</li> <li>• The cat curfew was introduced in 2007 and has proved effective by reducing cats from trespassing and nuisance complaints of cats on private properties.</li> <li>• Compulsory de-sexing of all cats over the age of 3 months.</li> <li>• De-sexing of cats prior to registrations, encourages responsible ownership, prevents potential feral and unwanted litters.</li> </ul>
Work Instruction 102	Livestock Control D14/52107
Work Instruction 104	Dangerous Dog & Dog Attack D14/52112
Work Instruction 110	Attending Call-Outs After Hours D14/52167 <ul style="list-style-type: none"> <li>• After Hours Procedure that manages all requests that come in after hours.</li> </ul>
Work Instruction 120	Stress Management D14/52095
Work Instruction 121	Personal Safety D14/52096
Work Instruction 123	Handling of Firearms D14/52098
Work Instruction 126	Nuisance Barking Dogs D14/52101
Victorian Declared Dog Registry (VDDR) (s.44AE).	The Local Laws Team Leader maintains and provides details of <i>Dangerous Dogs</i> , <i>Restricted Breed Dogs</i> and <i>Menacing Dogs</i>
Domestic animal businesses	Surf Coast Shire currently has no orders in place relating to Domestic Animal Businesses. Therefore, Council acts in accordance with the requirements set in the Act.
2.3 Behaviour in Municipal Buildings	A person must not: <ul style="list-style-type: none"> <li>• Bring any animal into, or allow any animal under his or her control to remain in, a <i>Municipal Building</i>, without the consent of <i>Council</i> or an authorised officer, except for a guide dog being used by a visually impaired person, a hearing dog being used by a hearing impaired person or a dog being used to assist a person with limited mobility;</li> </ul>

### 5: Dog regulation Maps

The dog regulation areas have been working well with the exception of the White's Beach in Torquay and the off leash areas in known hooded plover breeding areas outside of the current restricted areas. The plans are due for review in 2018 – 19.

#### Townships





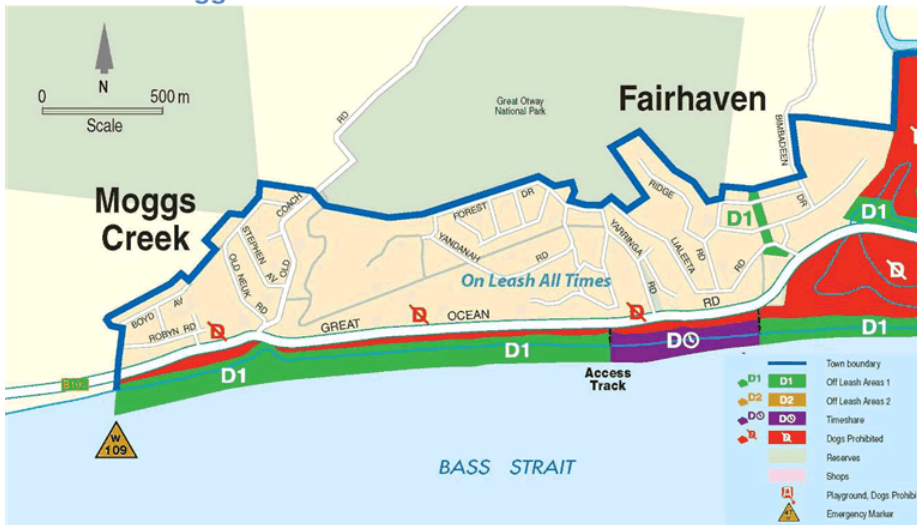
Anglesea



**Deans Marsh**



**Fairhaven / Moggs Creek**

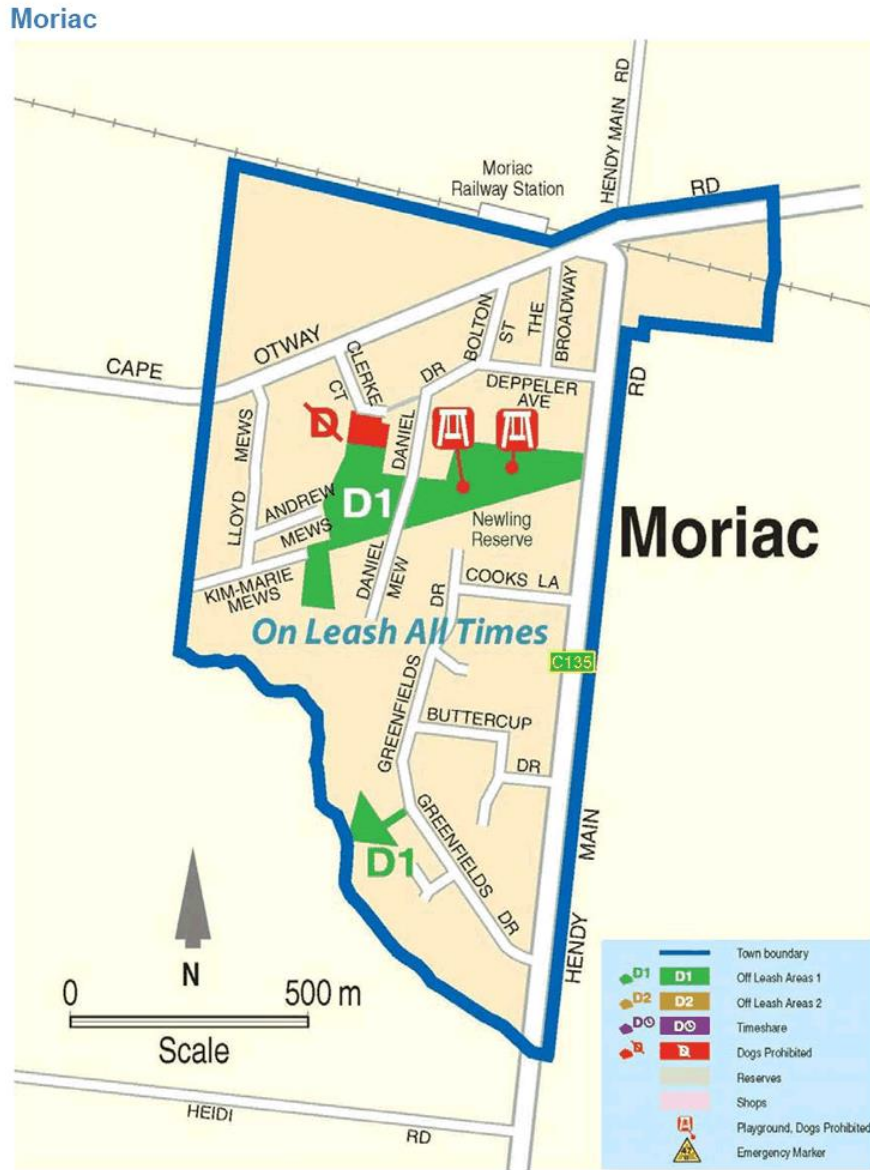




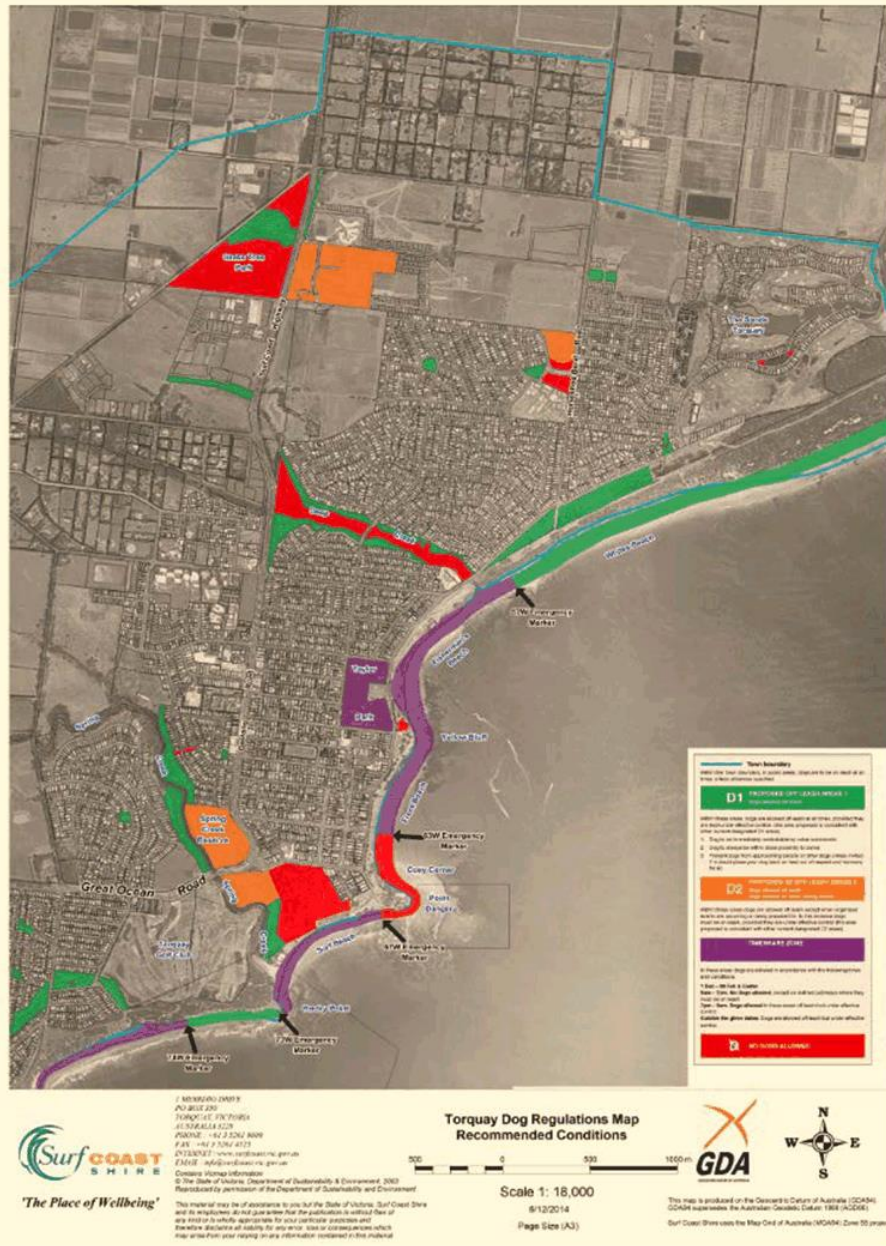
Jan Juc



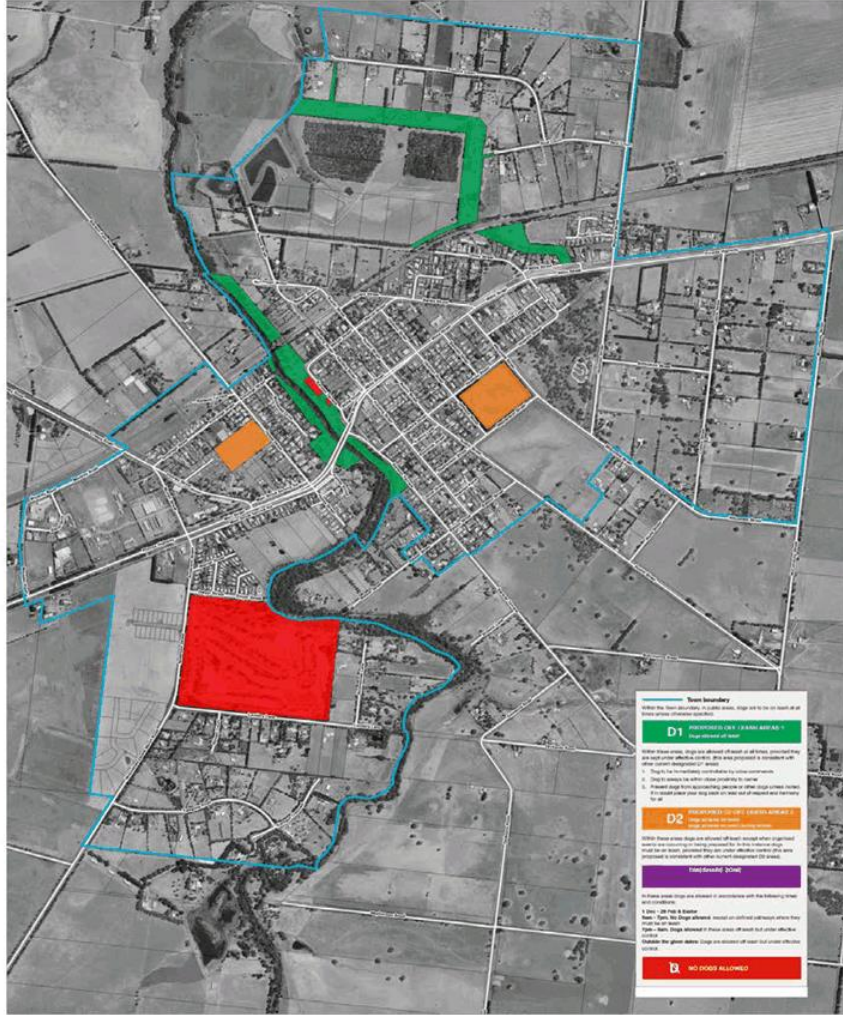




Torquay



Winchelsea



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Winchelsea Dog Regulations Map  
 Recommended



Scale 1: 12,000

9/12/2014

Page Size (A3)



This map is produced on the Geocentric Datum of Australia (GDA95).  
 GDA95 implements the Australian Geoid Datum (AGD95).  
 Surf Coast Shire uses the Map Grid of Australia (MGA84) Zone 56 projection.

**5.3 Domestic Animal Management Plan (DAMP)**

**APPENDIX 2 DOMESTIC ANIMAL MANAGEMENT PLAN 2017-21 - UNEDITED OUTPUTS  
COMMUNITY WORKSHOP**

# SURF COAST DAMP

## Unedited Outputs Community Workshop

Conducted 21<sup>st</sup> September 2017  
 Facilitator Lynda Jones noagroup

### Working Well and Not Working Well with domestic animal management in Surf Coast Shire.

Priority areas are highlighted in bold

Group	Working Well	Not Working Well
1	<ul style="list-style-type: none"> <li>• <b>Micro-chipping</b></li> <li>• <b>Plastic bags for poo</b></li> <li>• <b>Having off-leash areas for dogs</b></li> <li>• Dog off-leash areas in Jan Juc for those who want to walk on beach: used by regular locals in summer</li> <li>• Micro-chipping</li> <li>• Registered pure breed puppies</li> <li>• If a dog is controlled on a leash</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Non-compliance by owners with dogs regulations and keeping animal under effective control e.g. leashing, beach access, curfew, dog poo removed</b></li> <li>• <b>Lack of enforcement / compliances by Shire: lack of FTE's</b></li> <li>• <b>Time-share ineffective / too much off-leash at beaches – human and wildlife impact</b></li> <li>• Off-leash beaches: dogs out of control; arrogant owners allowing dogs to run without calling them back</li> <li>• Dog poo on sports grounds and tracks</li> <li>• Lack of dedicated dog only areas in towns e.g. parks</li> <li>• Cat curfew not working</li> <li>• Paying for cat cage</li> <li>• Timeshare not working in Fairhaven and PT Roadknight – needs better policing</li> <li>• People ignoring rules</li> <li>• Cosy Corner: people ignoring the no dog law</li> <li>• Dogs roaming the streets at large</li> <li>• Dogs off-lead in street with owners</li> <li>• What is effective control?</li> </ul>
2	<ul style="list-style-type: none"> <li>• <b>Micro-chipping (council, sponsored programs)</b></li> <li>• <b>Majority of Surf Coast dog owners are responsible and have ell-behaved dogs</b></li> <li>• <b>Dog bag program in Torquay works well. Should include Anglesea and other towns</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Reporting of dog attacks and process (people, dogs, rural stock) – feedback loop</b></li> <li>• <b>Cate urine sprayed while roaming uncontrolled</b></li> <li>• <b>Beach time needs to be extended; Anglesea area needs size increase (seasonal access)</b></li> <li>• Private breeding facility management</li> <li>• Dog bag program – not available in Anglesea (bio-degradable)</li> <li>• What happens to dogs that are impounded?</li> </ul>
3	<ul style="list-style-type: none"> <li>• <b>Time share: dogs, regulations</b></li> <li>• <b>Micro-chipping</b></li> <li>• <b>Generally cat curfew</b></li> <li>• Community attitudes</li> <li>• Ranger call outs</li> <li>• Council supporting of breeders</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Enforcement: backyard breeding; non-compliance / regulations – curfew</b></li> <li>• <b>Education: environmental awareness; de-sexing; micro-chipping; failure pick up poo</b></li> <li>• Community attitudes</li> <li>• Backyard breeders: cats, dogs</li> </ul>

Group	Working Well	Not Working Well
		<ul style="list-style-type: none"> <li>• Feral cat issue</li> <li>• De-sexing pets (education)</li> <li>• Trapping out of curfew hours</li> <li>• Active enforcement curfew</li> <li>• Wandering / dangerous dogs – off-lease – irresponsible</li> <li>• Out of hours ranger call outs</li> <li>• Environmental awareness (impact of) in community threat to hooded plovers</li> <li>• Dog poo disposal – pick up; bins</li> <li>• Enforcement not working</li> </ul>
4	<ul style="list-style-type: none"> <li>• <b>Council subsidising micro-chipping</b></li> <li>• <b>Good to have off-leash</b></li> <li>• <b>Good to have poo bags</b></li> <li>• Council asking for feedback</li> <li>• De-sexing uptake</li> <li>• Cat curfew??</li> <li>• Low rate of cat ownership</li> <li>• Signs are there</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Aggressive dogs – on and off leash</b></li> <li>• <b>Dogs roughly approaching people (Torquay) – uncontrolled in on-leash and off-leash areas (elderly, disabled, children)</b></li> <li>• <b>Owners disregard rules and others</b></li> <li>• <b>Rangers (where?) – effective enforcement</b></li> <li>• Can't ID dogs to report</li> <li>• Poo bags create plastic litter</li> <li>• Not picking up poo</li> <li>• Even off-leash areas – owners don't watch or can't see dogs behavior – poo</li> <li>• Limited off-leash areas in inland areas</li> <li>• People/tourists unfamiliar with rules</li> <li>• Wrecking dune vegetation</li> </ul>

## External Trends and Influences

External influence	Issues
Laws	<ul style="list-style-type: none"> <li>• State sets rules and local councils have to enforce</li> <li>• Independent organisations e.g. Dogs Victoria Pure Breed also have operating rules and standards (Every breeder has to abide by the laws and rules)</li> <li>• Environmental laws (and associated outcomes) - often traded for loudest voices</li> <li>• Threatened species become second class citizens; low priority to council</li> <li>• Rural laws: different environments: different respects; attacks from animals; pack of dogs in with sheep's has ramifications – 'my pet strayed onto the farmers land!'</li> </ul>
Tourists/visitors	<ul style="list-style-type: none"> <li>• Come to our Shire on holidays and think they are in the country; people do things differently when they are on holidays;</li> <li>• The attitudes of residents (permanent and temporary) influence compliance</li> <li>• People coming down from Geelong need to be educated about our laws and rules</li> </ul>
Dog poo	<ul style="list-style-type: none"> <li>• Is bad for humans and also bad for animals</li> <li>• Very toxic substance that carries diseases</li> </ul>
Resourcing compliance	<ul style="list-style-type: none"> <li>• Signage is needed</li> <li>• Resources available to Council are finite</li> <li>• There are no dog litter bags available in Anglesea (but there are in Torquay)</li> </ul>



External influence	Issues
	<ul style="list-style-type: none"> <li>• Rangers call outs costs (out of hour call outs) can be costly</li> <li>• Owners need to be educated (some are arrogant and have no respect)</li> <li>• Privacy Act comes into play but when you make a complaint don't necessarily want all the details but want to know that something has been done – need to have a close to the issue; (otherwise what is being done is invisible and some people think nothing is being done)</li> <li>• Need more rangers</li> <li>• Need budget allocation for more enforcement</li> </ul>
Data and Information	<ul style="list-style-type: none"> <li>• We are not monitoring the situation</li> <li>• We don't know the extent of our problem</li> <li>• Don't know what other councils are doing and what they are investing</li> </ul>
Distinctions in canine management	<ul style="list-style-type: none"> <li>• Breeds</li> <li>• Size</li> <li>• Behaviours</li> </ul>
Population growth	<ul style="list-style-type: none"> <li>• More people moving into the area; therefore more dogs and cats and dog and cat owners</li> </ul>
Shire's 'tyranny of distance'	<ul style="list-style-type: none"> <li>• Is a large geographic Shire; difficulty in enforcement</li> <li>• Mix of farming land, beaches, peri-urban areas</li> <li>• Close to Geelong</li> <li>• Lot of State Forests controlled by DELP</li> <li>• Lot of feral cats in the area</li> </ul>
Education	<ul style="list-style-type: none"> <li>• Owner education</li> <li>• It is not the fault of the animals!</li> </ul>
Specialised alternative off-leash areas	<ul style="list-style-type: none"> <li>• Need for them</li> </ul>
Capacity to comply	<ul style="list-style-type: none"> <li>• Costs to comply</li> <li>• Costs of de-sexing, micro-chipping</li> </ul>
Number of dogs	<ul style="list-style-type: none"> <li>• Places get over-crowded particularly the prime spots</li> <li>• If your dog is 'on-leash' should be able to take them anywhere</li> </ul>
Responsible pet ownership	<ul style="list-style-type: none"> <li>• Several organisations operating in the space: RSPCA; GORC; PETA: Animal Pounds</li> <li>• Plus residents and temporary residents (tourists)</li> <li>• In other countries you can take your dog anywhere</li> </ul>
Attitudes and rights	<ul style="list-style-type: none"> <li>• I own land therefore should be able to do what I want</li> <li>• Pet ownership as a licensed privilege</li> <li>• Need to introduce a system of good behavior; separate tag; incentives</li> </ul>

## Hard Questions

Thinking about what had been discussed, each group listed and then prioritised their top three hard questions.

How will we .....?

### Group Response

- **Educate**
- **Self-regulate the community – Recourse?**
- **Make changes, which don't penalize responsible owners? Strike a balance?**
- Change some pet owners attitudes?
- Improve enforcement?
- Change community attitudes?
- Define successful outcomes?
- Control / advise / stop people from taking matters into their own hands?
- Control irresponsible breeding?
- Help people to 'connect' with the issue?

### Group Response

- **Change some pet owners attitudes**
- **Increase environment issues and focus; protect our threatened species**
- **Police those that don't respect time-share / no dogs beaches**
- Change dog regs. To protect wildlife and make higher priority
- Openness and transparency within Council officers
- More resources
- Police animal breeders that all comply with regs. Including pets that have puppies
- Keep cats on their property

### Group Response

- **Balance needs of responsible dog/cat owners with the community?**
- **Enforce compliances and monitor of regulations, laws etc.?**
- **Educate for improvement?**
- Where does the money come from? Is allocation reasonable for Surf Coast (Registration fee?)
- Balance dog safety with fishing areas?

### Group Response

- **Educate and change pet-owners attitude and behaviours ; Manage dog aggressiveness?**
- **Resources Rangers and increase effectiveness; improve pet registration and ID?**
- **Allocate land?**
  1. **For off-leash areas – type and amount**
  2. **No dogs**
  3. **On-leash beaches**
- Manage cat behavior – day and night; not on leads?
- Manage pet breeding?
- Improve reporting of incidents? Feedback loop?

## Agreed hard questions

Together the group combined their top three. This resulted in 9 agreed 'hard questions' for discussion and designing response initiatives

How will we...

- Balance the needs of responsible dog and cat owners with the community
- Have the best way / effectiveness enforce compliance and monitor regulations and laws
- Educate for improvement in domestic animal management – balance not to penalise responsible people
- Know what citizens can do to help our rangers
- Change some pet owners attitude and behavior – manage dog aggressiveness; owners
- Better focus on the environment including threatened species (and bags)
- Achieve compliance from those that don't respect
- Resource rangers / improve effectiveness including pet registration identity
- Review and allocate off-leash areas and on-leash beach areas

Hard Questions	Response Initiatives
Balance the needs of responsible dog/cat owners with the community	People licenses Main database: (Domestic Animal License) Awesome allocated dog area
	Human area (no dogs) – Middle ground ('leashed) – dog friendly areas (off-leash – small dog only; fenced park/beach) Cats: indoor / enclosure; ownership; mandatory de-sexing Mandatory de-sexing dogs as pets unless under a registered body e.g. Dogs Vic, Working Sheepdog Association
	Safety is common concern of both groups Enclosed areas (large and small) in a park away from the beach
	Provide areas for dogs: off-leash: no dogs: on-leash; away from beaches Communication: signage – more / clear; mail out Registration – rewarding responsibility
Best way to enforce compliance and monitor regulations and laws?	More rangers on patrol Rangers build enduring relationships with the community Ranger talks
	More visual presence of by-law officers on the street and restricted beaches during the middle of the day in peak use periods More funding for officers – fines will contribute to funding of officers; levy to dog owners and cat owners to support compliance.
	Visible officers and ratepayers to notify of their presence Registration package should include expectations; by-laws; fine schedule; available classes for behaviours modification
	Photo ID Visibility of Rangers Penalties – need to be harsher
Educate for improvement in domestic animal management / balance penalizing people?	Workshops - vet industry, GAWS, Dog training Connect Schools education – dog behavior / cat curfew
	Pet owners license: theory study / seminar; follow up test; practical evidence like driving license – test drive to get a registration

Hard Questions	Response Initiatives
	Dog owner training - rescue; pound to certify; vet provide proof at registration' Mandatory de-sexing unless applicable organisation de-sexing Rescue Pound to certify Vet
	Billboard coming into town: WE WELCOME RESPONSIBLE PET OWNERS <ul style="list-style-type: none"> <li>• Pick up after your dog</li> <li>• We provide bio-degradable bags</li> <li>• Leash laws in effect</li> </ul>
	Where pets are sourced and bred Value your pets Council – education role
Help our rangers (citizens helping)	Pet Watch (like Neighbourhood Watch) MIKEY Get them to connect with the community Better support from management / local government Surf Coast App – input of positive / negative behavior Citizens report non-compliance of DAMP via APP developed by Shire e.g. similar to SNAP, SEND, SOLVE Praising good actions Citizen Rangers – look outs
Change some pet owners attitude / behaviour manage dog aggressiveness; manage owners	Education with enforcement Ownership is not a right Education in schools – get kids to care and connect Change attitude: free education; basic, obedience; incentives – rewarding registration; more micro-chipping days
Better focus on Environment and Threatened Species (including bags)	Get people to connect, understand, act to save, care, do right thing Bremllea Hood Plover Program works well: education on beach; community involvement More bags and bins Strategy and policy by Shire to protect threatened species: hoodie breeding areas (migratory species) e.g. no dogs in the areas – city of Geelong do this e.g. like 13 <sup>th</sup> beach; Feral Management WE think this relates to feral animals and kids not dogs! More publicity about critical time for protection of environment and what species Dedicated animal rangers More public awareness – signage Mandatory
Compliance of those who don't respect	Harsher penalties
Resourcing rangers / improving effectiveness	Out of hours contact e.g. trapped cats, caught dogs Animal management a priority (even for a set time) Harsher penalties
Review / allocated off / on leash areas	Pet key Awesome dog area: agility, get obedience club involved

**5.3 Domestic Animal Management Plan (DAMP)**

**APPENDIX 3 DOMESTIC ANIMAL MANAGEMENT PLAN 2017-21 - UNEDITED OUTPUTS STAFF WORKSHOP**

## Unedited Outputs

### Surf Coast Shire DAMP - Staff Workshop

Conducted Thursday, September 21<sup>st</sup> 2017

#### Activity (1) Working Well / Not Working Well with domestic animal management in Surf Coast Shire

Working in groups participants identified what is working and not working well and chose the top three issues on both sides. The priority issues are highlighted in bold in the following table.

Group	Working Well	Not Working Well
1	<ul style="list-style-type: none"> <li>• <b>Customer service response</b></li> <li>• <b>Committed team</b></li> <li>• <b>Playground signage</b></li> <li>• Timeframes works for issues</li> <li>• Registrations</li> <li>• Poo bags</li> <li>• Micro chipping days</li> <li>• Free 12-month rego. for adoption animals</li> <li>• Community access to equipment – collars and cages</li> <li>• Monitoring of statistics</li> <li>• Dog attack process working well</li> <li>• Returned dogs</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Not enough officers for dog on beach complaints</b></li> <li>• <b>Dog on beach / leash, signage, placement</b></li> <li>• <b>Barking dog resolutions</b></li> <li>• Regulations don't apply to them</li> <li>• Not enough bins to dispose</li> <li>• Micro-chipping day participation has fallen</li> <li>• Beach patrols time – restrictive and difficult to enforce</li> <li>• De sexing of cats</li> <li>• Registration fees for dangerous, menacing etc. dogs needs review</li> </ul>
2	<ul style="list-style-type: none"> <li>• <b>Empathetic staff</b></li> <li>• <b>Reuniting dogs and owners – 200 lost last F.Y – 8 to GAWS</b></li> <li>• <b>Community liaisons and connections: Vicpol, vest, GORCC, Parks Vic, GAWS, RSPCA</b></li> <li>• Education: leashes, pamphlets, website, gift packs</li> <li>• Responsible pet ownership</li> <li>• Registration compliance</li> <li>• Social media and the public</li> <li>• Accessible 24/7</li> <li>• Trained staff</li> <li>• Legislation awareness</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Resourcing</b></li> <li>• <b>Budget \$\$\$s</b></li> <li>• <b>Competing priorities – 1800's CRM's</b></li> <li>• Barking dog process</li> <li>• Perceptions – is that bad?</li> <li>• Peak periods</li> <li>• Geographic's</li> <li>• Tyranny of distance</li> <li>• Communications re rules</li> <li>• Signage</li> <li>• Dog parks</li> </ul>
3	<ul style="list-style-type: none"> <li>• <b>Good team/morale: responsive/timely; awareness of issues; knowledge</b></li> <li>• <b>Good return rate for lost animals</b></li> <li>• <b>Flexible e.g. avoid pound where possible if dog registered (rewards responsible ownership)</b></li> <li>• Website OK</li> <li>• Reception/calls in dealt with well</li> <li>• Relationship with community generally OK</li> <li>• Equipment good</li> <li>• Good rapport with Vets</li> <li>• Using issues to trigger education opportunity or facilitate registration e.g. withdraw fine if barking dog registered</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Availability of citronella collars to deter barking; barking dog fine value not much of a deterrent</b></li> <li>• <b>Signage locations difficult e.g. not right on beach</b></li> <li>• <b>Awareness: limit4d media releases e.g. on in 12 months; visitor community hard to reach with information; visitor dogs get lost more often/off leash more often</b></li> <li>• Barking dogs compliance process</li> <li>• Not enough cat cages (4); also not a good style</li> <li>• Work hours Vs. community authority hours (staff finish at 5)</li> <li>• Technology could improve access to information in Council databases</li> </ul>

DAMP Unedited Outputs Staff Workshop

2

Group	Working Well	Not Working Well
4	<ul style="list-style-type: none"> <li>• <b>High registration</b></li> <li>• <b>Low euthanasia rates</b></li> <li>• <b>Trained staff</b></li> <li>• Have a plan</li> <li>• Community consultation process</li> <li>• Free leads</li> <li>• Pooh bags</li> <li>• Low level of dog attacks</li> <li>• Citronella collars</li> <li>• Strategic planning – open space areas; off leash</li> <li>• Authority GORRC or other agencies</li> <li>• Feral cats – traps – education high</li> </ul>	<ul style="list-style-type: none"> <li>• Dogs on beaches off lead difficult</li> <li>• Update info materials</li> <li>• <b>Maps etc. – not working</b></li> <li>• <b>Barking dogs – slow process</b></li> <li>• <b>Owners – no control – difficult to enforce</b></li> <li>• Generation – basic lacks community involvement</li> <li>• What are the rules?</li> <li>• More friendly signs</li> <li>• Current – rules – people break rules</li> <li>• Dogs on beach accost</li> <li>• Promote areas</li> <li>• Lack of resources</li> <li>• Way-finding space/signs</li> <li>• Stock attacks</li> </ul>

## Activity 2: Issue, Why and Initiative

Group	Issue	Why	Initiative
1	Dog attacks	Fear and safety	Promoting effective control Education Map and identify breeds to help with reinforcement
	Reducing dog litter	Resentful Unpleasant	Move bins Education
	Providing off-leash areas	Safe area Socialising Exercise	Dog parks that are fenced
	Dog roaming streets	Safety issues especially with cars and children Litter streets	Education Mediation
	Dogs threatening livestock	Economic Cruel Suffering	Education and consequences Social media
	Dogs and cats threatening wildlife	Protecting our environment and fauna Cruelty	24 hour curfew Cat run Registration Farm cats Specific locations Dog park
	Mandatory de-sexing	Control of numbers Control of environment and fauna and animals	De-sexing vouchers
	Cat curfew	Environment and fauna 'Birds'	Cat cage Cat run Bells
	Registered businesses	Cruelty – 'puppy farms' conditions Controls	Mandatory de-sexing of dogs Partnerships
2	Preventing dog attacks	Public safety Animal safety Fear factor derived from social media	Subsidized sterilization Increased patrols Media increase

DAMP Unedited Outputs Staff Workshop

3

Group	Issue	Why	Initiative
	Reducing dog litter	Stinks Disgusting Environmental impact	Poo bags 'Goodie' bags with educational information Social media increase Promote eco-friendly bags
	Off-leash areas - dogs	No spaces (not enough) Area must be friendly for whole family – not just dogs Social areas for dog lovers	Designated park Social media to promote spaces
	Dogs roaming	Perception of residents not always deliberate	Educating owners Demonstrated understanding Along with emphasis on legislating and chipping etc.
	Threats to livestock	Financial (stock costs) 'Pack' mentality Feral?	Education to rural areas
	Micro-chipping	Ownership Cannot find home	In-house micro-chipping (?) Education
	Breeders C.A.B.	Perception – cruelty Puppy farms	Education
	Cat de-sexing	Unwanted litters Need control Fear of 'out of control' issues	Subsidise sterilization Education
3.	Preventing dog attacks	Negative media coverage/social media Responsible pet ownership Safe environment	Workshops Incorporating information with a registration pack Designated, off area for dogs to socialise – puppy-up
	Reducing dog litter	People think there is a problem Not enough dog bags Highlighted by persons spraying 'doo doo'	People as they leave their home, must have a poo bag Education campaign Dog owner poo bag inspection It's not OK not to pick up
	Dogs roaming streets	Dog attacks increase belief this is happening We don't see it	Provide statistics Reiterate responsibilities on owner – social media?
	Dogs threatening livestock	Urban sprawl? Negative media V positive media	Education of owners near farming areas
	Animal businesses	Standards for breeders Puppy farms? Media? Health standards	What needs permits? What permits? LL/Planning What we do do! Jurisdiction
	Mandatory de-sexing of cats	Feral cats – number of?	Is it higher than Council? E.g. mandatory micro-chipping for selling
	Cat curfew	Cats at large at night Breeding season Cat Vs. dog restrictions LP V S Policy	Change policy Education Responsible pet ownership Hard to change legislation
4.	Preventing dog attacks	Safety: personal and animal Bad experience can cause trauma	Raising awareness of animal behavior Media – Communications plan
	Reducing dog litter	Caring for the	Fines



DAMP Unedited Outputs Staff Workshop

4

Group	Issue	Why	Initiative
		environment Don't want to see it on parks Unpleasant	More patrols Poo muster/survey Education Sand buckets Poop Scooper in every park
	Off-leash areas	Freedom for dogs Places for people to go to interact with dogs	Creating dog parks (fencing off safe environment for dogs) Learn to socialise
	Dogs roaming in streets	Properties not being fenced Fear of strange dogs Safety of children	Encourage fencing – wire options Education
	Dogs, cats/ attacking wildlife	Animal well-being	Education Fines
	Dogs and cats threaten wildlife	Our towns abut National Parks Wildlife, kangaroos come into the urban environment	Make curfew 24 hours Cat traps 'free' – deposit returned (over \$100) at present outlay Local businesses offer it for \$20 Improve access to traps
	Micro-chipping dogs and cats	Is mandatory before registering but not consequences De-sexing at vet is costly Updating of details on register reduces benefits	Incentive scheme not taken up 1/3 de-sexing on registration – but not micro-chipping Publicize return rate so sell the benefits
	Mandatory de-sexing of cats	Wildlife impacts Environment conscious community	Lobby for 'Tom Cat Tuesday' - change to law Fund de-sexing days Free registration for first year e.g. waive the fee
	Cat curfews	Environmental pressures etc. Breeding – fighting cats, other pets	Extend to 24 hours must be in an enclosure
	Register control animal businesses	Puppy farmers/breeders – conditions for animal welfare exist around hinterland of Geelong	Active compliance checking

#### 5.4 Regional Workforce Planning & Development Study - Great Ocean Road Regional Tourism (GORRT) Request For Financial Contribution

**Author's Title:** Manager Economic Development & Tourism

**General Manager:** Ransce Salan

**Department:** Economic Development & Tourism

**File No:** F17/974

**Division:** Environment & Development

**Trim No:** IC18/42

**Appendix:**

1. Request For Funding - GORRT - Regional Workforce Planning & Development Study (D17/153053)

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

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**Purpose**

The purpose of this report is to consider a request by Great Ocean Road Regional Tourism to contribute \$20,000 towards a Regional Workforce Planning & Development Study.

**Summary**

Great Ocean Road Regional Tourism (GORRT) is seeking \$20,000 from local government partners to undertake a Regional Workforce Development & Planning Study. GORRT will contribute \$25,000 and seek a financial contribution from Regional Development Victoria.

A number of potential large projects across the region with a combined value of over \$600 million and significant job creation estimates form the impetus of the Study.

The Study will include an analysis of workforce requirements for the region and importantly strategies to consider the accommodation of ongoing employees.

There is a need to ensure an adequate amount of jobs are created for the growing population of Surf Coast Shire. There is also a need for a strategy that considers how to fill the required positions with adequately skilled workers.

The request is not currently budgeted for and as such would be required to come from the unallocated cash reserve.

**Recommendation**

That Council approve \$20,000 from the Accumulated Unallocated Cash Reserve as a contribution to Great Ocean Road Regional Tourism for its Regional Workforce Planning and Development Study.

## 5.4 Regional Workforce Planning & Development Study - Great Ocean Road Regional Tourism (GORRT) Request For Financial Contribution

### Report

#### **Background**

Great Ocean Road Regional Tourism (GORRT) is the peak tourism body for the Great Ocean Road Region. The Great Ocean Road Region includes the 6 municipalities of Surf Coast Shire, Colac Otway Shire, Corangamite Shire, Moyne Shire, Warrnambool City Council and Glenelg Shire.

GORRT's mission is to provide leadership for the development, marketing, management, advocacy and facilitation of sustainable yield growth of the regional visitor economy. Supporting this mission is the 'Strategic Master Plan to the Visitor Economy of the Great Ocean Road Region 2015-2025' (the Plan).

The Plan identifies three key strategies for the region:

1. Development: To maintain and develop the visitor infrastructure, product and experiences of the region, its destinations, attractions and facilities to meet/exceed sustainable standards consistent with competitive demand expectations.

2. Marketing: To market the region, its destinations and experiences to target markets to maximise visitor economy yield and dispersal outcomes.

3. Management: To manage visitor growth to minimise impacts on communities and the environment, and to develop the capacity of the industry to maximise the sustainable growth of the region's visitor economy.

In supporting GORRT to achieve its objectives Council will provide financial contributions to totalling \$153,407 in the 2017-2018 financial year. This amount excludes any additional payments made towards specific projects such as this request.

#### **Discussion**

On 13 October 2017 GORRT wrote to Council seeking a financial contribution towards a Regional Workforce Planning & Development Study (the Study). A copy of the letter is attached as Appendix 1. Other municipalities in the GORRT region have also been offered the opportunity to participate.

The purpose of the Study is to assess the region's workforce requirements and challenges. In addition, a specific LGA based report for contributing councils outlining requirements and challenges will be produced.

Importantly, the Study proposes short and long term strategies to address accommodation challenges for employees. The accommodation of short and ongoing employees has been an ongoing issue in a number of townships in the Surf Coast Shire. This is particularly so for industry sectors which do not typically pay high wages. Further project deliverables are contained in the letter under Appendix 1.

GORRT identifies that over the next decade there is an estimated \$600million of private and public sector investment in the tourism industry could take place throughout the Great Ocean Road Region and that these projects may deliver significant job outcomes. Based on this, GORRT recommends a strategy be developed to understand and prepare to address the potential workforce implications.

Within Surf Coast Shire the tourism industry plays a major role in providing employment options for residents.

It is estimated that between 2016 and 2036 an additional 1,563 jobs will need to be generated in Surf Coast Shire to keep pace with population growth and historic containment levels. The tourism industry will need to play a key role in providing these job options and the proposed Study will therefore assist in understanding how these jobs will be created over the coming years.

There are several benefits in participating in a regional, collaborative study with GORRT which include reduced financial cost, reduced chance of duplication of strategies and reduced chance of misaligned strategies between local government areas.

The request has a strong alignment to GORRT's key strategic action of managing visitor growth as well as Council's objective to support the creation and retention of jobs.

#### **5.4 Regional Workforce Planning & Development Study - Great Ocean Road Regional Tourism (GORRT) Request For Financial Contribution**

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

The requested \$20,000 is not provisioned for in the 2017-2018 budget. As such, the financial contribution would need to come from the unallocated cash reserve.

GORRT will contribute \$25,000 and seek matched funding from Regional Development Victoria's 'Regional Skills fund'. Other Councils are currently confirming their financial commitment.

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

Theme 4 Vibrant Economy  
Objective 4.1 Support the creation and retention of jobs in existing and new businesses to meet the needs of a growing community  
Strategy 4.1.1 Support and build capability of businesses and business / tourism groups

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

There are no policy or legal implications contained within this report.

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

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

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

There are no risks associated with this report.

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

The Regional Workforce Planning & Development Study will provide an understanding as to the potential challenges of securing and accommodating workers in the Surf Coast Shire and broader Great Ocean Road Region.

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

A Project Reference Group (PCG) will be created for the project. The PCG will be responsible for formulating an engagement plan in conjunction with the selected consultant.

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

There are no environmental impacts associated with this report.

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

GORRT will be advised of the decision of Council in writing.

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

Option 1 – Approve the request from GORRT seeking \$20,000 towards the Regional Workforce Planning and Development Study and authorise the funds to come from the unallocated cash reserve in 2017 – 2018

This option is recommended by officers as there is a need for both the region and Surf Coast Shire to consider the short and long term requirements of the tourism industry workforce.

Option 2 – Reject the request from GORRT seeking \$20,000 towards the Regional Workforce Planning and Development Study

This option is not recommended by officers as there is a need to undertake a strategy that considers the short and long term requirements of the tourism industry workforce.

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

Great Ocean Road Regional Tourism is seeking a \$20,000 contribution from Surf Coast Shire (as well as other Councils in the Great Ocean Road region) for the purposes of undertaking a Regional Workforce Planning and Development Study.

The Study has close alignment to both Surf Coast Shire and Great Ocean Road Regional Tourism's 'Strategic Master Plan to the Visitor Economy of the Great Ocean Road Region 2015-2025'. There is merit in Surf Coast Shire participating in the Study given the challenges of job creation and accommodation of employees.

Option 1 is the recommended Option to pursue.

**5.4 Regional Workforce Planning & Development Study - Great Ocean Road Regional Tourism (GORRT) Request For Financial Contribution**

**APPENDIX 1 REQUEST FOR FUNDING - GORRT - REGIONAL WORKFORCE PLANNING & DEVELOPMENT STUDY**



GREAT OCEAN ROAD  
REGIONAL TOURISM LIMITED

13<sup>th</sup> October, 2017

Keith Baillie  
Chief Executive  
Surf Coast Shire Council  
By email: ceo@warrnambool.vic.gov.au

Keith,

**RE: REGIONAL WORKFORCE PLANNING AND DEVELOPMENT STUDY**

“The Strategic Master Plan to the Visitor Economy of the Great Ocean Road Region 2015-2025” identified the opportunity for tourism to become the most significant employer within the region over the next decade, provided the region could secure public and private sector investment in developing products and services to meet the demand of the region’s growth markets. With over \$600m of private sector investment identified and investment in the public infrastructure commencing, the region needs to build a strategy to understand and prepare to address the workforce implications.

Great Ocean Road Regional Tourism (GORRT) is seeking funding to develop a Regional workforce planning and development study for the Great Ocean Road region.

The project will seek to assess the region’s workforce requirements and challenges. In addition, given the different challenges facing different local government areas within the region, the project offers each LGA, the opportunity to commission an LGA specific report for each LGA within the region that chooses to participate.

The project brief will be finalised in consultation with the Project Reference Group but is anticipated to deliver :-

- A current situation analysis;
- Projected workforce requirements for the region;
- A strategy to attract workers with required skills;
- A strategy to develop skills of current workforce ;
- A short-term accommodation strategy to accommodate workers in construction;
- Long term accommodation strategy to accommodate ongoing employees; and
- Community & industry development & capacity management strategy.

To participate, we are seeking a financial contribution of \$20k per Local Government area, an allocation of a senior resource to participate in the Project Reference Group and/or a letter of support for the project. In addition to local government funding, GORRT has allocated \$25k to this project and is seeking funding through Regional Development Victoria's, "Regional Skills Fund". GORRT's investment will provide each local government stakeholder with access to the regional report.

We welcome your consideration of this opportunity. Please do not hesitate to contact me to discuss.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Liz Price', with a stylized flourish at the end.

Liz Price  
General Manager

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## 5.5 Quarterly Program Status Report - October to December Quarter 2017

**Author's Title:** Manager Program Management Office    **General Manager:** Ransce Salan  
**Department:** Program Management Office    **File No:** F17/189  
**Division:** Environment & Development    **Trim No:** IC17/1547

**Appendix:**

1. Program Management Office - Program Status Report - CAPITAL Projects - 31 December 2017 (D18/5284)
2. Program Management Office - Program Status Report - OPERATIONAL Projects - 31 December 2017 (D18/5286)

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

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

Yes

No

**Reason:** Nil

**Status:**

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

Yes

No

**Reason:** Nil

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### Purpose

The purpose of this report is to receive and note the Program Status Report for the October to December 2017 quarter.

### Summary

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

### Recommendation

That Council note the Program Status Report for the October to December 2017 quarter.



## 5.5 Quarterly Program Status Report - October to December Quarter 2017

### Report

#### **Background**

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

The Program Status Report is intended to provide high level analysis to Executive Management Team and Council on progress of the overall program of capital and operational projects, and provide a point of accountability for project managers to provide accurate status information including time, cost and scope. It also provides high level information for the PMO to identify where project teams may require assistance to address issues impacting on project delivery.

A snapshot of the overall status of the Program is provided to Council via a communications report at monthly briefing. This quarterly report includes more detail with individual project status detailed in appendices.

The financial data in the appendices is drawn from Council's finance system. The relevant project manager comments on status and provides an Estimate to Complete on behalf of the project team. The 'traffic light' indicators for time, cost and scope provide a snapshot of issues that project teams are addressing to progress the project, and that may result in a request to Council to re-baseline.

Project teams consider the relationship of time, cost and scope at each of the 'gates' between project phases / stages defined in the Project Delivery Process:

Project Delivery Process – controlling the project through defined phases/stages						
Identify Phase	Initiate Phase	Plan Phase	Deliver Phase			Close Phase
Idea (Project proposal)	Verify (Charter)	Details/Method (Project Plan)	Requirements Stage	Procurement Stage	Implement Stage	Wrap-up and Learn (Closure Report)
Prepare			Do			Review

Project definition develops through each of these phases / stages and at each gate the Sponsor can recommend that the project:

- progress as planned
- change
- stop (be deferred or cancelled)

If project planning determines that the project will not deliver the intended outcome within the parameters of time, cost and scope approved by Council, officers may recommend that the project be cancelled or funds transferred to the Adopted Strategy Implementation Reserve (or other relevant reserve) while a new project proposal is prepared for Council to consider.

Projects are reported 'Life to Date' therefore multi-year project financial data includes actual spend from years prior and future allocations to represent the total project budget approved by Council.

Project budgets are reported excluding contingency. Contingency funds for each project are centralised in a separate account to be drawn on as requested by the Sponsor and reviewed / approved by the PMO.

## 5.5 Quarterly Program Status Report - October to December Quarter 2017

A spend target has been established for the 2017/18 program based on:

- the program allocation made by Council in the 2017/18 Budget
- PLUS carry forwards from 2016/17
- 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 significant consultation or external approvals
  - Project funding in the process of being accumulated
  - Land transactions
  - Project contingency

Spend targets for the 2017/18 Capital and Operational Programs were presented to Council on 22 August 2017.

	Actual Spend 2015/16	Actual Spend 2016/17	Spend Target 2017/18
	\$'000	\$'000	\$'000
Capital	14,966	19,547	23,227
Operational	1,922	3,168	2,105
<b>TOTAL</b>	<b>16,888</b>	<b>22,715</b>	<b>25,332</b>

*Historically  
High Figure*
*Record  
Spend*
*New  
Challenge*

The quarterly profile for 2017/18 spend to produce the report graphs is based on historical trend:

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

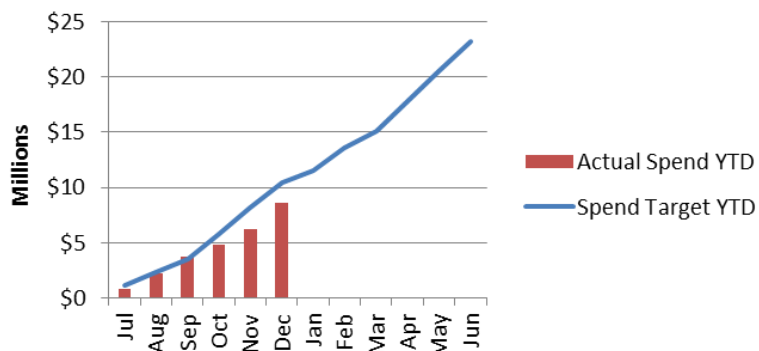
A statement of Capital Works by category for annual budget, YTD budget and actual budget is included in the quarterly Finance Report to Council.

### **Discussion**

Spend for the Capital Project Program at 31 December 2017 is represented in the graph below.

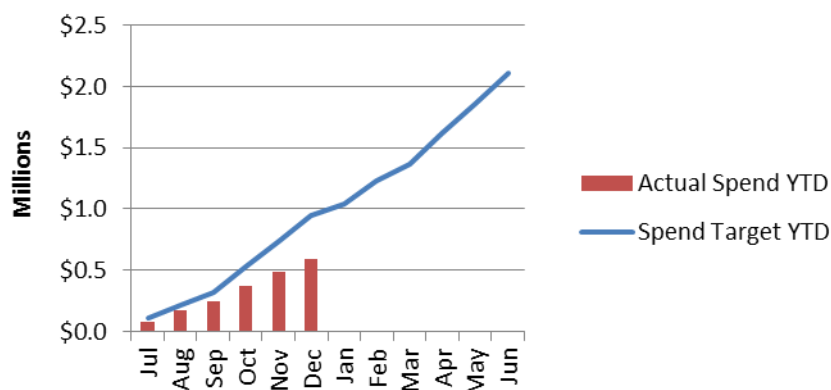
## 5.5 Quarterly Program Status Report - October to December Quarter 2017

### Capital Program



Spend for the Operational Project Program at 31 December 2017 is represented in the graph below.

### Operational Program



The financial results for the month of December 2017 are detailed in the table below.

	Capital \$	Operational \$	Total \$
YTD Spend Target	10,452,150	947,250	11,399,400
YTD Actual Spend	8,620,853	587,180	9,208,033
Percentage Actual Spend of YTD Target	82%	62%	81%
Spend during Month	2,372,109	100,911	2,473,020
Value under contract	6,268,995	295,043	6,564,038

Individual project status is detailed in Appendix 1 (Capital Projects) and Appendix 2 (Operational Projects).

#### **Financial Implications**

Requests to Council regarding change to project budgets are considered monthly via the Project Budget Adjustments and Cash Reserves Transfers report. Officers make recommendations to Council to create project budgets, change project budgets (increase or decrease), cancel projects and close projects.

## 5.5 Quarterly Program Status Report - October to December Quarter 2017

This provides transparency for variations to project budgets and acknowledgement of projects completed under budget with savings returned to source.

There are no significant financial implications arising directly from this report.

There are a number of issues that have impacted on progress of project delivery including poor market response to tenders. An analysis of the expected end of financial year position and preliminary estimate of the associated carry forward value for the 2018/19 Program will be provided at a February 2018 briefing to Councillors.

### **Council Plan**

Theme 5 High Performing Council

Objective 5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed

Strategy Nil

There are no Council Plan strategies or actions directly relevant to the purpose of this report. The overall program of projects is selected and funded by Council to deliver strategies and actions in the Council Plan.

### **Policy/Legal Implications**

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

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

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

### **Risk Assessment**

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

### **Social Considerations**

Any significant social issues associated with the status of time, cost and scope for each project are considered by the Project Sponsor in conjunction with others participating in governance for the project, and other subject matter experts where relevant.

There are no significant social considerations arising directly from this report.

### **Community Engagement**

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

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

### **Environmental Implications**

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

### **Communication**

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

## **5.5 Quarterly Program Status Report - October to December Quarter 2017**

### ***Conclusion***

Delivery of the 2017/18 Program of projects is currently tracking at 82% spend of the year to date Capital Program target and 62% spend of the Operational Program target, with an overall year to date result of 81% spend of the 31 December 2017 target.

There are a number of issues that have impacted on progress of project delivery including poor market response to tenders. An analysis of the expected end of financial year position and preliminary estimate of the associated carry forward value for the 2018/19 Program will be provided at a February 2018 briefing to Councillors.

**5.5 Quarterly Program Status Report - October to December Quarter 2017**

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

2017/18 Program Status Report - Capital Projects

Report Date: 31 December 2017

Project Name	Sponsor	Sponsoring Department	Life of Project \$  AMENDED Project Allocation  Ex-contingency	Life of Project \$  Estimate to Complete	Time Status  1=Green 2=Amber 3=Red	Cost Status  1=Green 2=Amber 3=Red	Scope Status  1=Green 2=Amber 3=Red	PHASE  Initiating / Planning  Delivering  Closing  Closed Out	STAGE OF DELIVERING PHASE  Requirements  Procurement  Implementing / Works	Status Comment	Close Out Month
Skate Park Renewal Program	John Bertoldi	Strategic Asset Management	11,424	11,424	●	●	●	Initiating / Planning	Requirements in progress	RFQ to carry out recommended works underway.	Jun-18
Anglesea Arthouse Sheds (Renew)	John Bertoldi	Strategic Asset Management	225,279	174,589	●	●	●	Delivering	Procurement in progress	Contract has been awarded to Bowden Corp for the construction of the new shed and refurbishment of the toilet block. Positive Variance may be used for as build contingency or as provisional sum. Works to commence Feb 2018.	May-18
Darian Road Reconstruction (Renew) - Reconstruction	John Bertoldi	Strategic Asset Management	594,000	419,000	●	●	●	Delivering	Requirements in progress	Works to be undertaken in house February - some use of contingency required based on quote. Transfer request to be carried out.	Jun-18
Anglesea Shopping Centre Pathway (Renew)	John Bertoldi	Strategic Asset Management	1,275	0	●	●	●	Transferred to Reserve		Project closed out and funds quarantined in Renewal Reserve for future works at this site. Funds that carried forward to be transferred to Adopted Strategy Reserve.	Commenced in 2016/17
Road Safety Program	Tony Potter (interim)	Engineering Services	70,944	40,671	●	●	●	Delivering		Numerous projects. Includes Road Safety Strategy Implementation projects. Majority of projects under this budget delivered on time and in budget. Finances and asset handovers completed for all finished items with relevant work orders closed out. Roll overs identified for five of the twenty five work orders within this program.	Jun-18
Spring Creek Rec Reserve Master Plan (Stage 2) - Netball Facility Upgrade	Shaan Briggs	Recreation and Open Space Planning	594,001	543,849	●	●	●	Delivering	Procurement in progress	Concept design agreed with club. Project has commenced detailed design through architect. Timelines require amending with funding bodies - currently being undertaken	Sep-18
Kurrambee Myaring Community Centre CY01b	Chris Pike	Aged and Family Services	6,598,684	650,000	●	●	●	Delivering	Implementation / works in progress	Contractor aiming for early Jan completion for Certificate of Occupancy. Some landscaping works and defects to be completed in Late Jan. Fitout of building early Jan 2018 with furniture and equipment. Centre needs to be licenced by DET for children to start class early Feb.	Mar-18
Grenville Oval Road & Car Park OR2	Chris Pike	Recreation and Open Space Planning	1,740,055	0	●	●	●	Closed Out	Deliver Stage concluded	Close Report signed off. Return of minor savings to source	Nov-17

2017/18 Program Status Report - Capital Projects

Report Date: 31 December 2017

Project Name	Sponsor	Sponsoring Department	Life of Project \$ AMENDED Project Allocation Ex-contingency	Life of Project \$ Estimate to Complete	Time Status 1=Green 2=Amber 3=Red	Cost Status 1=Green 2=Amber 3=Red	Scope Status 1=Green 2=Amber 3=Red	PHASE Initiating / Planning Delivering Closing Closed Out	STAGE OF DELIVERING PHASE Requirements Procurement Implementing / Works	Status Comment	Close Out Month
Grass Tree Park (OR05)	Kate Smallwood	Environment and Community Safety	136,383	62,960	●	●	●	Delivering	Requirements in progress	New car park on Messmate Road to be constructed 2017/18 by in-house construction crew, awaiting PCG decision on preferred option. Asbestos management plan is being developed, visible asbestos has been removed & clearance certificate obtained. Further asbestos removal work to be undertaken in areas identified through last removal works. Removal works to date have identified more extensive asbestos issues - 018/19 budget bid will be submitted., subject to GM approval.	Jun-18
Deep Creek Linear Reserve (OR06)	Kate Smallwood	Environment and Community Safety	466,370	429,893	●	●	●	Delivering		Design documents being delivered by design phase of overall project. preparing for design and construct tender. Works expected to be undertaken in March 2018. Tender process is planned January.	May-18
Bells Beach Reserve (OR10)	Rowan Mackenzie	Environment and Community Safety	176,289	100,559	●	●	●	Delivering	Implementation / works in progress	Multi-year program of projects. Fencing, Car Park, Pathway and design works. Works associated with WSUD workshops to be commenced now second workshop has been carried out. Impartial chair selected and endorsed by council posted for Bells Beach Committee. Preparation of work plan for final year of program complete. CMP review and implementation review to be carried out early 2018 in readiness for new 3 year plan	Jun-18
Horseshoe Bend Rd Widening Stage 3c	Tony Potter (interim)	Engineering Services	76,577	0	●	●	●	Closed Out		Invoice paid. Project closed	
Horseshoe Bend / South Beach Road intersection upgrade (RD14)	Anne Howard	Engineering Services	970,000	50,085	●	●	●	Delivering	Implementation / works in progress	Final landscaping and tidy up works to close out.	Feb-18
Anglesea Cricket Pavilion Upgrade Stage1	Shaan Briggs	Recreation and Open Space Planning	151,000	145,117	●	●	●	Initiating / Planning	Requirements in progress	Design reviewed by building surveyor, sent to grant provider for approval including a variation to scope and delivery timelines for grant. Current grant deadline is Dec 17 which will not be achieved. Grant provider is aware and part of PCG.  Current time lines have been re-base lined but this is pending approval from Grant Provider. If this is not confirmed by Dec 17 then these timelines may go into 2018-2019 FY.	Jun-18



2017/18 Program Status Report - Capital Projects

Report Date: 31 December 2017

Project Name	Sponsor	Sponsoring Department	Life of Project \$ AMENDED Project Allocation Ex-contingency	Life of Project \$ Estimate to Complete	Time Status 1=Green 2=Amber 3=Red	Cost Status 1=Green 2=Amber 3=Red	Scope Status 1=Green 2=Amber 3=Red	PHASE Initiating / Planning Delivering Closing Closed Out	STAGE OF DELIVERING PHASE Requirements Procurement Implementing / Works	Status Comment	Close Out Month
Winchelsea Entrance Sculptures	Matt Taylor	Economic Development and Tourism	128,300	55,075				Delivering	Implementation / works in progress	Part of Winchelsea Town Beautification Project. Gateway / Entrance Sculptures \$50K Council contribution and \$50K VicRoads contribution. Additional \$28,600 allocated Nov Council meeting for electricity supply. Installation commenced. Sculpture construction by artists is running behind schedule. Fabrication has commenced. East side installation scheduled for March and West side in April.	May-18
Connewarre Res Stage 3 Drainage Upgrade	Ross Wissing	Recreation and Open Space Planning	73,330	58,353				Delivering	Deliver Stage not yet commenced	Community Group confirmed that drainage upgrade at the CFA training ground entrance was the priority focus. A quote has been obtained to complete survey and design for works. Further review of benefits analysis to be completed once PCG are returned from annual leave.	Jun-18
Playground Strategy Implementation CF	Shaan Briggs	Recreation and Open Space Planning	48,428	9,503				Delivering	Implementation / works in progress	Coogoorah park to commence in May 2018 Toquay blvd to be completed in prior to 30 June 2018 Barwon River to be rolled over the 18/19 financial year	Jun-18
Lorne School Traffic Management Upgrade	Tony Potter (interim)	Engineering Services	130,951	128,504				Initiating / Planning	Deliver Stage not yet commenced	Stage 1 planning permit process underway and consulting with schools. Tony advises construction program might be full for 16/17	Jun-18
Cape Otway Road Widening Stage 5 (Renewal/Upgrade)	Tony Potter (interim)	Engineering Services	2,667,999	240,000				Delivering	Implementation / works in progress	PC reached for stage 2. Stage 3 & 4 issues being rectified following issue of defective works notice to contractor. Currently expected complete end Jan 2018. Guardrail procured with installation to follow widening works.	Feb-18
Future Concept Design Budget	Rowena Frost	Engineering Services	91,950	6,795				Delivering		Scope to budget. Not fully allocated. Provision for concept design and accurate budget cost estimates which can feed into future capital works program that may arise through Councillor or ratepayers CRMs. Mark Gibbons PM for civil design projects carried forward from 2016/17 with \$41,950 value.	Jun-18
Pathway Ancillary Program	Mark Gibbons	Engineering Services	0	0				Closed Out		Footpath works completed and all assets handovers complete for various elements of program. \$2,477 returned to source in July transfer table. Finance working to correct \$529 commitment error.	

2017/18 Program Status Report - Capital Projects

Report Date: 31 December 2017

Project Name	Sponsor	Sponsoring Department	Life of Project \$ AMENDED Project Allocation Ex-contingency	Life of Project \$ Estimate to Complete	Time Status 1=Green 2=Amber 3=Red	Cost Status 1=Green 2=Amber 3=Red	Scope Status 1=Green 2=Amber 3=Red	PHASE Initiating / Planning Delivering Closing Closed Out	STAGE OF DELIVERING PHASE Requirements Procurement Implementing / Works	Status Comment	Close Out Month
Beach Road Path - Alleyne to Kooringa	Tony Potter (interim)	Engineering Services	85,710	85,000	●	●	●	Initiating / Planning	Deliver Stage not yet commenced	Proposal to expand scope to include Baines Cres. With Special Charge Scheme to provide some of the income it is not anticipated that the project will be completed this financial year. Decision Request submitted.	Dec-18
Anglesea Landfill Rehabilitation Stg 3	John McCartney (Sponsor Delegate to Tony Potter - Interim)	Engineering Services	2,572,432	15,000	●	●	●	Closing	Deliver Stage concluded	Main works COMPLETED (August) - gas connection to be completed by end of Jan, Awaiting Auditors report/EPA Approval before issuing PC - expected in Jan.	Jan-18
Anglesea Transfer Station Upgrade Stg 2 (wind and rain protection)	John McCartney (Sponsor Delegate to Tony Potter - Interim)	Engineering Services	841,251	150,000	●	●	●	Delivering	Requirements in progress	Tendering in January, works expected to be undertaken Mar - May '18	May-18
Anglesea Landfill Cell 3 Wall Liner Ext	John McCartney (Sponsor Delegate to Tony Potter - Interim)	Engineering Services	1,745,480	10,000	●	●	●	Closing	Deliver Stage concluded	Works & Auditors report COMPLETED , EPA Approval received late Dec. Project closure expected in January.	Jan-18
Anglesea Landfill Stormwater Imp-Construction	John McCartney (Sponsor Delegate to Tony Potter - Interim)	Engineering Services	127,308	0	●	●	●	Closed Out		Contract works complete within budget. No variations.	
Anglesea Landfill Stage 4 Rehab - Design	John McCartney (Sponsor Delegate to Tony Potter - Interim)	Engineering Services	57,620	55,000	●	●	●	Initiating / Planning	Requirements in progress	CARRY FORWARD from 2016/17 i.e. To be undertaken on completion of Stage 3 works (awaiting EPA Approval). Low Priority	Jun-18
Anglesea Landfill - Fence Replacement	Neil Brewster	Engineering Services	110,000	109,850	●	●	●	Delivering	Procurement in progress	Poor response to initial expression of interest due to tight timeframe proposed for delivery. Procurement to be re-initiated in January with RFQ close date of 1 Feb for delivery by Jun-18. Note interface with the new entrance gate.	Jun-18
Tarpomatic Style Alternate Daily Cover System Anglesea Landfill	John McCartney (Sponsor Delegate to Tony Potter - Interim)	Engineering Services	330,519	150,000	●	●	●	Delivering	Implementation / works in progress	Tender award report approved by CEO in December, contract commencing in Jan.	Apr-18
Realign Anglesea Transfer Station Entrance	John McCartney (Sponsor Delegate to Tony Potter - Interim)	Engineering Services	487,850	500	●	●	●	Closing	Deliver Stage concluded	Works complete including new gate & under original budget. Awaiting final invoices from tardy subcontractors associated with roadworks so project may be finalised. \$50K previously returned to reserve as not required based on initial gate quote prior to encountering footing issues.	Mar-18

2017/18 Program Status Report - Capital Projects

Report Date: 31 December 2017

Project Name	Sponsor	Sponsoring Department	Life of Project \$  AMENDED Project Allocation  Ex-contingency	Life of Project \$  Estimate to Complete	Time Status  1=Green 2=Amber 3=Red	Cost Status  1=Green 2=Amber 3=Red	Scope Status  1=Green 2=Amber 3=Red	PHASE  Initiating / Planning  Delivering  Closing  Closed Out	STAGE OF DELIVERING PHASE  Requirements  Procurement  Implementing / Works	Status Comment	Close Out Month
Deans Marsh Transfer Station Clean Up Works	Tony Potter (interim)	Engineering Services	8,799	0	●	●	●	Closed Out	Deliver Stage concluded	Shed removed from site and relocated to Lorne. Scope completed. Project Closed Out with savings returned to source.	Sep-17
Anglesea Bowls Club Upgrade	Shaan Briggs	Recreation and Open Space Planning	1,115,000	100,749	●	●	●	Delivering	Implementation / works in progress	Steel framing and roof complete. Windows installed, internal walls and fitout now ready to commence. Mid March 2018 programmed as expected completion date and has been endorsed by committee, following powercor delays and associated EOTs. Funding milestones yet to be invoice, giving negative financial figure.	Mar-18
Dickens Road Flood Mitigation	Tony Potter (interim)	Engineering Services	251,426	0	●	●	●	Delivering	Requirements in progress	Further discussions being had with councillors and residents about appropriate way forward	Jun-18
Winchelsea Town Centre Beautification	Matt Taylor	Economic Development and Tourism	264,000	114,189	●	●	●	Delivering	Implementation / works in progress	Part of Winchelsea Town Beautification Project. Master Plan for Memorial roads, Functional Layout Plan and Landscape Plan including furnishing details exhibited and approved by Community Reference Group, PRG and VicRoads. Civil design complete which identified need for additional unexpected works. All key contractors now appointed and 90% materials ordered following great difficulty acquiring tenders.. Construction scheduled to commence late January for completion early April which is tight with required completion date and ANZAC day. Additional \$54k allocated at November Council meeting for drainage & kerb works providing total budget of \$264,000 excluding Asset renewal funds for drain replacement. Identification \$30K PRC-081, Town Centre \$25K (shopping centre refurb) PRC-033 \$23750 plus \$1250 contingency, Gateway / Entrance Sculptures PRC-051 \$50K Council contribution and \$50K VicRoads contribution, NSRF Round 3 \$155K, new funds \$54k = \$364K total including sculptures to be fully expended.	
Aireys Inlet Pedestrian Island	Tony Potter (interim)	Engineering Services	220,000	1,000	●	●	●	Delivering	Implementation / works in progress	Civil works all complete Oct 2017 by in-house civil crew. Island delayed while waiting for Powercor to install lighting. Incorrect light installed by Powercor and changed over. Landscaping complete except for new plants that held off till weather cools in March. Additional ~\$20k VicRoads contribution to be sought for additional pavement works required by VicRoads. Awaiting completion of landscape planting,	

2017/18 Program Status Report - Capital Projects

Report Date: 31 December 2017

Project Name	Sponsor	Sponsoring Department	Life of Project \$  AMENDED Project Allocation  Ex-contingency	Life of Project \$  Estimate to Complete	Time Status  1=Green 2=Amber 3=Red	Cost Status  1=Green 2=Amber 3=Red	Scope Status  1=Green 2=Amber 3=Red	PHASE  Initiating / Planning  Delivering  Closing  Closed Out	STAGE OF DELIVERING PHASE  Requirements  Procurement  Implementing / Works	Status Comment	Close Out Month
Civica Online Requisitions & AP Workflow	John Brockway	Finance	70,000	11,506				Delivering	Implementation / works in progress	Civica reconfigured test environment which will allow for testing to restart and GO live date for AP workflow to be scheduled.	Jun-18
Hopkins St Construction & Seal	Tony Potter (interim)	Engineering Services	94,554	33,000				Delivering	Implementation / works in progress	Final sealing and minor works in Feb 2018	Apr-18
Beal & Trebeck Crt Road Construct & Seal	Tony Potter (interim)	Engineering Services	183,991	22,000				Delivering	Implementation / works in progress	Some community concerns regarding quality of finish being addressed. Scope expended to include all of Beal Court. Increased Special Charge Scheme income. Final seal scheduled for Jan 2018	Apr-18
Surf Coast Highway / Beach Road Traffic Lights Construction (RD04)	Anne Howard	Engineering Services	1,230,092	30,000				Delivering		Cost red due to further contingency requirement, will be transfer table request. Service clash issues resolved - work progressing, audit process with Powercor underway for switch on of lights	Apr-18
Reg Bike Route Horseshoe Bend Rd (PC03) - including PRC18-236	Anne Howard	Engineering Services	1,120,725	1,073,467				Delivering	Procurement in progress	2 Tender submissions recived, well over budget. Project to be re-designed and internal crew to delivre in 2018/2019 FY. Possible request for additional project funding.	Beyond Dec-18
Authority Software Upgrade	Neil McQuinn	Information Management	45,000	0				Closing		Authority/ BIS upgrade December, TRIM upgrade 19 June. The Authority upgrade has an issue with TRIM which prevents the implementation of the next version. Minor Carry Forward for remaining expenditure.	
Winchelsea Land Purchase	Anne Howard	Governance and Infrastructure	1,000	1,000				Initiating / Planning		Funds for purchase held in Adopted Strategy Reserve. Small amount on this account for miscellaneous administrative purposes associated with purchase process. Negotiations are progressing well with the landowner but timing still unknown.	Unknown
Mt Moriac Depot Rehabilitation - Stage 1	Tony Potter (interim)	Engineering Services	494,889	20,000				Delivering	Implementation / works in progress	Relocation of stockyards to Paraparap substantially complete. Handover to property section in January	Jan-18

2017/18 Program Status Report - Capital Projects

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Project Name	Sponsor	Sponsoring Department	Life of Project \$  AMENDED Project Allocation  Ex-contingency	Life of Project \$  Estimate to Complete	Time Status  1=Green 2=Amber 3=Red	Cost Status  1=Green 2=Amber 3=Red	Scope Status  1=Green 2=Amber 3=Red	PHASE  Initiating / Planning  Delivering  Closing  Closed Out	STAGE OF DELIVERING PHASE  Requirements  Procurement  Implementing / Works	Status Comment	Close Out Month
Bells Beach MasterPlan Stg1	Ransce Salan	Environment and Community Safety	136,000	14,791	●	●	●	Delivering	Implementation / works in progress	Multi-year program of projects. Fencing, Car Park, Pathway and design works. Works associated with WSUD workshops to be commenced now second workshop has been carried out. Impartial chair selected and endorsed by council posted for Bells Beach Committee. Preparation of work plan for final year of program complete. CMP review and implementaiton review to be carried out early 2018 in readiness for new 3 year plan	Jun-18
Asset Management Information System	Anne Howard	Strategic Asset Management	219,110	16,025	●	●	●	Delivering	Implementation / works in progress	Project scope not yet completed and balance will be payed in January 2018 as part of mobile app purchase.	Jan-18
CCP Playzone Banyul	Chris Pike	Recreation and Open Space	1,593,409	0	●	●	●	Closed Out	Deliver Stage concluded	All works complete. Close report signed off.	Nov-17
The Esplanade Kerb and Sealing Stage 1	Tony Potter (interim)	Engineering Services	0	0	●	●	●	Closed Out		Project Complete. Finance working to correct commitment error.	
Anglesea Landfill - Road Construction	Neil Brewster	Engineering Services	368,821	20,000	●	●	●	Initiating / Planning	Deliver Stage not yet commenced	One outstanding item remains to be installed - access grid / cattle grid to address drainage issue. Specification in stage 1 drawings. All other construction complete. Decision request was prepared end 2016/17 to return \$101,808.00 to reserve with a carry forward of \$20,000 only required.	Jun-18
Landscaping Deferred	Various	Various	30,502	18,894	●	●	●	Delivering	Multiple items at various stages of	80% complete	Apr-18
Blackgate Rd - Horseshoe Bend Rd to Minya Rd	John McCartney (Sponsor Delegate to Tony Potter - Interim)	Engineering Services	766,000	401,604	●	●	●	Delivering	Implementation / works in progress	Works scheduled for completion end January 18	Mar-18
Torquay Deep Creek Master Plan OR06	Rowan Mackenzie	Environment and Community Safety	42,496	4,138	●	●	●	Delivering		Rowan has approved project sponsor change to Kate Smallwood, who will follow up on status of this project, which was previously managed by Paul Keys. Finance has confirmed 2016/17 payment of \$10K still overdue - works are proceeding. Finance/Governance requested to follow up regarding missing payment. Query as to whether this is a project or needs PM being looked into	Jun-18

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Emergency Culvert Works Erskine Falls	Tony Potter (interim)	Engineering Services	311,564	0	●	●	●	Closed Out		Emergency project at two locations due to high rainfall. Insurance claim expected to cover costs. Project complete with all assets handed over. Funds requested via June Project Budget Adjustments report. May have been carried forward due to income not yet received. RF check if income received.	
Bellbrae Precinct Masterplan Stage 3	Shaan Briggs	Recreation and Open Space Planning	15,300	10,527	●	●	●	Delivering	Implementation / works in progress	Toilet block demolition completed. Landscape plan has been drafted, weed work required over spring/summer prior to planting in Autumn.	May-18
Torquay Lions / Rotary Storage Shed	Shaan Briggs	Recreation and Open Space Planning	39,600	0	●	●	●	Closing	Deliver Stage concluded	Shed Construction complete with all ancillary works, handover underway with club and asset maintainers. Awaiting Club payment for GST	Jan-18
Forest / Grays Road Upgrade (Renewal/Upgrade)	John McCartney (Sponsor Delegate to Anne Howard - Interim)	Engineering Services	2,080,000	2,027,860	●	●	●	Delivering	Requirements in progress	Design under way. Construct in 2017/8 FY. Tender closed with no responses. Currently exploring options around select tender and communicating with funding body	Jun-18
Unsealed Road Network Strategy (Renewal)	Tony Potter (interim)	Engineering Services	3,800	2,000	●	●	●	Closing	Deliver Stage concluded	Draft report received from consultants endorsed at Nov 17 meeting. Community consultation underway.	Feb-18
Ten Bus Shelters - PTV Grant	Tony Potter (interim)	Engineering Services	165,000	10,000	●	●	●	Delivering	Implementation / works in progress	9 of 10 bus shelters finished. 1 location met with significant objection. Final shelter delayed due to resident concern and PTV consultation. Final shelter ordered and to be installed in Cameron Park once VicRoads works complete	Feb-18

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Disaster Relief Projects	Tony Potter (interim)	Engineering Services	182,000	35,731				Delivering	Requirements in progress	Final designs for Clissold and Allenvale Road repairs received August and approved. Construction delayed by design and will interfere with summer seasonal use. Further length of slippage in Allenvale Road increased length of works. Emergency review of slip by geotechnical engineer and emergency works carried out. DTF representative in agreement with extended scope of works. Additional DTF approvals sought and obtained in December as repairs to both slips estimated at >\$1.0M. Calling of tenders scheduled for 20 January. Construction expected May - Nov 2018. NDRF eligibility secured for Stony Ck Bridges to repair #1, replace #2 and 50% of cost to replace #3. (Total cost est \$283k). Concept designs completed and approved. Best Design & Construct tender provided for replacement of all 3 bridges with steel and concrete clear span bridges within estimated cost. Revised landowner approval granted. Contractor appointed and inducted. Materials ordered / off-site fabrication commenced. On-site works to commence mid-March. Scheduled completion mid-May. documents being prepared in anticipation no changes required to concept design. Approx. \$45k Council contrib needed to Bridge 3 which transferred from Asset Renewal budget.	
Bus Bay & Road Widening Strathmore Drv	Tony Potter (interim)	Engineering Services	4,608	0				Delivering	Requirements in progress	Project to be cancelled and funds shifted to new project to construct bus terminus at GOR and Duffields. PMO resources to be assigned to assist. New scope and timelines need to be negotiated.	Jun-18
Bus Bay & Road Widening SC Secondary College	Tony Potter (interim)	Engineering Services	75,000	1,000				Delivering	Implementation / works in progress	Construction nearly complete, linemarking all that's left to do. Encountered soft spots in construction so need to seek variation on grant.	Jan-18
Forest Road pavement Rehabilitation	John Bertoldi	Engineering Services	345,602	1,000				Delivering	Implementation / works in progress	failed sections of road repaired by contractor, some additional PM expenditure may be required to manage any further issues. Some contingency required to balance spend	May-18
Winchelsea Units Repurchase	John Chatterton	Business Improvement	428	0				Closed Out		Can be closed. Finances finalised. Asset handover completed	Sep-17
Fischer & Beach Rd Roundabout Renewal	John Bertoldi	Strategic Asset Management	137,890	300				Closing		Nearing closeout	Jan-18
Anglesea Riding Club-Ecopod Pavilion	Jarrold Westwood	Recreation and Open Space Planning	57,000	0				Closing		Construction stage, funds to be disbursed on proof of building completion. Building Frame complete, expecting invoice on completion of fitout. November transfer of funds	Jan-18

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Local Rds to Market Program: Cressy Rd	John McCartney (Sponsor Delegate to Tony Potter - Interim)	Engineering Services	1,011,333	1,010,283	●	●	●	Delivering	Requirements in progress	Works to be undertaken in house in 2018	
Guard Rail Renewal	John Bertoldi	Engineering Services	0	0	●	●	●	Closed Out	Deliver Stage concluded	Funds carried forward not required in 2017/18 therefore returned to source	May-18
Globe Theatre Heritage Refurbishment	Travis Nelson	Recreation and Open Space Planning	77,000	7,000	●	●	●	Delivering	Multiple items at various stages of delivery	Heritage Works Completed Final report received by heritage Victoria - Drainage works to be completed in February 18	Mar-18
Road Reinstatements - Powercor Projects	Tony Potter (interim)	Engineering Services	238,778	199,096	●	●	●	Delivering	Requirements in progress	Works in progress	Feb-18
Surf Coast Civic Precinct Microgrid	Rowan Mackenzie	Environment and Community Safety	113,700	113,400	●	●	●	Initiating / Planning		Draft charter prepared subject to Sponsor review and consultation with key internal stakeholders.	Jun-18
Township LATM, Parking and Pedestrian Improvements	Tony Potter (interim)	Engineering Services	86,000	59,203	●	●	●	Delivering		Various projects at different stages of delivery.	Jun-18
Winchelsea Netball Pavilion Upgrade	Chris Pike	Recreation and Open Space Planning	313,000	500,000	●	●	●	Initiating / Planning	Deliver Stage not yet commenced	Financials not reflective of committed Federal funds. Federal Agreement has been executed. Meeting held with User Groups to draft Charter,	Unknown
DDA Program Annual Allocation	Travis Nelson	Facilities and Open Space Operations	91,000	74,244	●	●	●	Delivering	Requirements in progress	Works to commence in January 2018	Jun-18
The Painkalac Project	Chris Pike	Recreation and Open Space Planning	55,000	55,000	●	●	●	Initiating / Planning	Deliver Stage not yet commenced	Project scope changed November 2017. Charter signed. Expect service provider onboard in February	Jun-18



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Jan Juc Zone 2 Masterplan Implementation	Kate Smallwood	Environment and Community Safety	111,850	107,500	●	●	●	Initiating / Planning		PCG has determined project should be split across two financial years with a close out month of May 2019. This is due to extensive community consultation required, as well as allowing time for encroachment issues to be resolved. May have issues on the spend target for 2017/18 but will confirm via detailed project schedule to be prepared.	Beyond Dec-18
Bike Path & Pathway Infrastructure	Tony Potter (interim)	Engineering Services	38,000	23,426	●	●	●	Delivering		Various projects at different stages of delivery.	Jun-18
Lorne Pathway Project	Tony Potter (interim)	Engineering Services	28,000	28,000	●	●	●	Initiating / Planning	Deliver Stage not yet commenced	Scoping of project under investigation. Alternative solutions under consideration	Jun-18
Moriac Pathway Project	Tony Potter (interim)	Engineering Services	22,000	21,000	●	●	●	Initiating / Planning	Deliver Stage not yet commenced	Project scoping and community consultation yet to commence	Jun-18
Torquay Grossmans Road Pathway Project	Tony Potter (interim)	Engineering Services	12,500	12,000	●	●	●	Initiating / Planning	Requirements in progress	Increased scope and cost under consideration. Decision Request submitted.	Feb-18
Winchelsea Pathway Project	Tony Potter (interim)	Engineering Services	120,000	5,000	●	●	●	Initiating / Planning	Requirements in progress	Scoping of project under investigation. Consultation with Barwon River stakeholders commenced. Funds may be used as leverage to obtain grant c/- Rec & Open Space planning.	Beyond Dec-18
Torquay Tigers Cricket Club Practice Facility Improvement Project Stage 1 & Stage 2	Jarrold Westwood	Recreation and Open Space Planning	25,000	11,940	●	●	●	Delivering	Implementation / works in progress	Procurement for the replacement of 70m perimeter fencing completed, works scheduled on the 22nd Jan. Cricket Club to confirm commitment to remove parameter fencing before the start of works. Due to delays in Project scope sign off from Cricket Club and long lead times for the fencing contractor, Implementation dates have slipped out into January 2018 and will not be complete before the Night Jar Festival. Cricket Club has agreed to meet to discuss Stage 2 of Project.	Jun-18

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Anglesea Netball Club Car Park Design	Jessica Bennett	Recreation and Open Space Planning	10,000	3,500	●	●	●	Delivering	Implementation / works in progress	Preliminary design and costing completed by Council's in house design team for budget bid going to the January Council meeting	Apr-18
Surf Coast Highway to KMCC Pathway Link (PC02)	Tony Potter (interim)	Engineering Services	42,500	9,843	●	●	●	Delivering	Implementation / works in progress	Path complete, Landscaping remaining.	Feb-18
Stribling Reserve Change Rooms Design	Jarrold Westwood	Recreation and Open Space Planning	86,000	85,800	●	●	●	Initiating / Planning		Project initiation meeting completed. Continue work on developing project charter and delivery method. Has been classified as lower priority amongst Lorne Community Projects	Jun-18
Stribling Reserve Sports Lighting Upgrade	Jarrold Westwood	Recreation and Open Space Planning	159,961	157,061	●	●	●	Initiating / Planning		Project initiation meeting completed. Continue work on developing project charter and delivery method. Changes to project budget are being made via transfer table once funding is confirmed with Federal Government. Carry forward estimate isn't accurate as project funds from external agencies are yet to be reflected in project budget.	Beyond Dec-18
Shopping Centre Improvements	Travis Nelson	Economic Development and Tourism	22,500	18,493	●	●	●	Delivering	Implementation / works in progress	Street cleaning works completed. Further works to be planned.	Jun-18
Drainage Upgrades Discretionary Works	Tony Potter (interim)	Engineering Services	150,000	12,670	●	●	●	Delivering	Implementation / works in progress	Remaining budget to be used for Golf Links Road works	Jun-18
Road Safety Discretionary Works	Tony Potter (interim)	Engineering Services	15,000	10,186	●	●	●	Delivering	Requirements in progress	Various projects at different stages of delivery.	Jun-18
Road Safety Improvements at School Sites	Tony Potter (interim)	Engineering Services	54,500	53,200	●	●	●	Delivering	Requirements in progress	Various projects at different stages of delivery.	May-18
Road Safety Strategy Implementation	Tony Potter (interim)	Engineering Services	61,000	59,418	●	●	●	Delivering	Requirements in progress	Various projects at different stages of delivery.	May-18
Rural Road Safety Improvements	Tony Potter (interim)	Engineering Services	131,000	124,360	●	●	●	Delivering	Requirements in progress	Various projects at different stages of delivery. Benwerrin mt sabine road signs and lines completed other projects in desing stage for construction in 2018	May-18

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Street Light Upgrades and Maintenance	Tony Potter (interim)	Engineering Services	15,000	8,700	●	●	●	Delivering	Implementation / works in progress	Waiting for quotes from Powercor.	May-18
Customer Experience Function Furniture	Damian Waight	Community Relations	5,000	1,000	●	●	●	Delivering	Requirements in progress	Equipment and furniture requirements for the new customer Experience coordinator role in progress	Jun-18
Gnarwarre Road Culvert (Renewal)	John Bertoldi	Strategic Asset Management	97,000	0	●	●	●	Delivering	Requirements in progress	Works as per existing scope on culvert are not proceeding. Design of full remediation solution remains inscope for 2017/18 allocation. Design to be complete by March 2018. No carry forward as funds to be returned	Dec-17
Hesse Street, Winchelsea (Renewal/Expansion)	John Bertoldi	Strategic Asset Management	408,000	384,298	●	●	●	Delivering	Requirements in progress	Various design challenges concerning the rural road profile, high crown. Potential costs not yet known, working through with design.	Jun-18
Stribling Reserve Stadium Ventilation	Jarrold Westwood	Recreation and Open Space Planning	41,000		●	●	●	Initiating / Planning		Project initiation meeting completed. Project owner (Committee of management) disagree with scope of project, currently under review. Report going to January Council meeting seeking additional funds to complete full project.	Jun-18
Drainage Renewal Program	John Bertoldi	Strategic Asset Management	47,000	19,125	●	●	●	Delivering	Procurement in progress	Clissold St works complete. Remaining funds to be allocated to other jobs on program to be confirmed once scope further developed.	Jun-18
Footpath Renewal Program	John Bertoldi	Strategic Asset Management	83,000	30,000	●	●	●	Delivering	Implementation / works in progress	Hesse St and William St footpaths are complete. Hall St Lorne design complete. Details in D17/74853	Jun-18
Duncan Street Footpath Renewal	John Bertoldi	Strategic Asset Management	61,000	60,500	●	●	●	Initiating / Planning		Design (internal) to commence in November 17	Dec-18

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Kerb Renewal Program	John Bertoldi	Strategic Asset Management	87,000	45,000	●	●	●	Delivering	Implementation / works in progress	Works at Dwyer Street, Armitage Street and Deppeler Avenue are complete. Site level survey for Bennett Street is complete. Design Team met the design consultant on site and confirmed design details.	Jun-18
Unsealed Road Renewal Program	John Bertoldi	Strategic Asset Management	763,000	445,727	●	●	●	Delivering	Implementation / works in progress	Works have commenced in accordance with the program. Detailed progress update in D17/98794	Jun-18
Sealed Road Renewal Program	John Bertoldi	Strategic Asset Management	243,000	46,863	●	●	●	Delivering	Implementation / works in progress	Reseal contract works partially completed in Dec, remaining jobs to be undertaken in Feb '18. Crack Sealing program deferred until 2018/19. <b>Additional Council funds (\$75k) being requested through the January transfer table</b>	Jun-18
Sealed Road Renewal Program - Pavement Rehabilitation	John Bertoldi	Strategic Asset Management	165,000	63,000	●	●	●	Delivering	Implementation / works in progress	Currently costing additional major patching/ ac overlay jobs with Greenhalls under contract T18-005	Jun-18
Sealed Road Renewal Program - Horseshoe Bend Road (add to PRC17-093)	John Bertoldi	Strategic Asset Management	0	0	●	●	●	Closed Out		Account closed and funds transferred for scope to be delivered with PRC17-093	Jun-18
Bridge Renewal Program	John Bertoldi	Strategic Asset Management	33,000	33,000	●	●	●	Initiating / Planning	Requirements in progress	Bridge sites (2 No.) and scope of works identified. (\$18,000 transferred out to Cape Otway Rd project). Works to be procured in 2018	Jun-18
I.T. Renewal Program	John Bertoldi	Strategic Asset Management	156,064	71,030	●	●	●	Delivering		the SAN has been replaced which is the first allocation.	Jun-18
Building Renewal Program	John Bertoldi	Strategic Asset Management	296,000	126,354	●	●	●	Delivering	Implementation / works in progress	Projects ongoing with progressive asset closeout	Jun-18

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Fencing Renewal Program	John Bertoldi	Strategic Asset Management	72,000	53,995	●	●	●	Delivering	Procurement in progress	Works in progress	Jun-18
Bike Park Renewal Program	John Bertoldi	Strategic Asset Management	27,000	26,800	●	●	●	Initiating / Planning	Deliver Stage not yet commenced	Works to commence summer 2018 and be scoped to budget	Jun-18
Structure Renewal Program	John Bertoldi	Strategic Asset Management	98,000	90,601	●	●	●	Delivering	Implementation / works in progress	Works completed at Freshwater Creek & Headland Reserve. Other works are being planned.	Jun-18
Soft Playing Surface Renewal Program	John Bertoldi	Strategic Asset Management	102,000	32,199	●	●	●	Delivering	Implementation / works in progress	Program started. Works will be undertaken over the course of the financial year	Jun-18
Lighting Renewal Program (bollard lighting at reserves)	John Bertoldi	Strategic Asset Management	25,000	25,000	●	●	●	Delivering	Procurement in progress	Project kick off completed. Works to be planned & executed.	Jun-18
Park Furniture Renewal Program	John Bertoldi	Strategic Asset Management	144,000	114,751	●	●	●	Delivering	Implementation / works in progress	Program started. Works will be undertaken over the course of the financial year	Jun-18
Nature Reserve Renewal Program	John Bertoldi	Environment and Community Safety	43,000	17,960	●	●	●	Delivering	Multiple items at various stages of delivery	Works consist of many small projects mainly focusing on vegetation management. \$16K spent so far, further \$4k committed. On track	Jun-18
Playground Renewal Program	John Bertoldi	Strategic Asset Management	95,000	94,700	●	●	●	Initiating / Planning	Requirements in progress	Charter approved. Project light documentation completed. Works to be planned.	Jun-18

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Coogoorah Playground Renewal	John Bertoldi	Strategic Asset Management	186,000	185,100				Initiating / Planning	Requirements in progress	Project has changed Owner and site visit conducted which has been used to scope in detail. Stakeholder site visit scheduled for Tuesday 16th. Charter sign off and procurement stage to commence end of that week. Project delivery will be December 2018 and funds will need to be carried forward.	Dec-18
Heavy Plant Replacement Program	John Bertoldi	Strategic Asset Management	1,030,000	753,286				Delivering	Procurement in progress	Tipper truck delivered December. Oval Maintenance Trailer ordered. Tenders/Quotations for Reach Mower, Sweeper and Flocon underway.	Jun-18
Light Fleet Replacement Program	John Bertoldi	Strategic Asset Management	443,000	207,170				Delivering	Procurement in progress	6 Cars delivered. Remainder of program delivery underway	Jun-18
Facility Signage Renewal Program	John Bertoldi	Strategic Asset Management	15,000	9,488				Delivering	Implementation / works in progress	Reviewed Signage program to be finalised for implementation in February /March 18	Jun-18
Barwon River Playground Renewal	John Bertoldi	Strategic Asset Management	156,000	155,600				Initiating / Planning	Requirements in progress	Project on hold as it may be re-scoped as a potential advocacy project for the State/Fed election. Shaan B & Jess B to meet with Growing Winchelsea in January to confirm direction of project	Jun-18
Spring Creek Toilet Renewal	John Bertoldi	Strategic Asset Management	127,000	126,500				Delivering	Procurement in progress	Seeking quotes for CHMP - user requirements outlined in charter. D and C to be advertised expect February 18	Jun-18
Bob Pettitt Tennis Courts Renewal	John Bertoldi	Strategic Asset Management	70,000	69,550				Delivering	Procurement in progress	Tennis Club consultation has been completed and works to be carried out March/April after Lighting and Electrical Upgrade works have been completed.. Procurement process has commenced.	Jun-18
Anglesea Landfill Composting Area D&C	John McCartney (Sponsor Delegate to Tony Potter - Interim)	Engineering Services	90,000	190,000				Delivering	Procurement in progress	Combined tender with Leachate Pond closed 19 December. Lowest tender price plus GITA/CQA/Constr. Auditor services <b>will exceed the allocated budget.</b>	Apr-18
Anglesea Landfill Leachate Pond	John McCartney (Sponsor Delegate to Tony Potter - Interim)	Engineering Services	328,000	280,000				Delivering	Procurement in progress	Combined tender with Compost Area project closed 19 December, construction plus consultancy costs expected to be within allocated budget.	Apr-18

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Anglesea Landfill Stage 3D Liner	John McCartney (Sponsor Delegate to Tony Potter - Interim)	Engineering Services	1,716,000	300,000	●	●	●	Delivering	Procurement in progress	Delays to commencement of works on site due to additional pre-testing of materials as per the design auditor's recommendations. Works expected to start late Jan '18.	Jun-18
Anglesea Art House internal refurbishment	John Bertoldi	Strategic Asset Management	20,000	20,000	●	●	●	Project Under Review	Deliver Stage not yet commenced	Project will not commence until PRC17-018 is completed	Under Review
Torquay SES drainage upgrade	Mark Gibbons	Engineering Services	15,000	15,000	●	●	●	Initiating / Planning		Charter drafted and design work to commence shortly and be completed internally..	Jun-18
Airey's Inlet bottom shops pedestrian access	Tony Potter (interim)	Engineering Services	14,000	14,000	●	●	●	Initiating / Planning		Charter needs to be prepared early 2018. Charter workshop scheduled for 30 Jan 2018.	Mar-18
Lorne Historical Society Building Façade	Jarrold Westwood	TBC	50,000	50,000	●	●	●	Initiating / Planning		Further discussion to be had with Historical Society to confirm funding and expected timeline for delivery.	Jun-18
Cape Otway Rd/Winchelsea-Deans Marsh Road Intersection safety upgrade	Tony Potter (interim)	Engineering Services	20,000	12,310	●	●	●	Initiating / Planning		Charter to be prepared	Unknown
Federal Blackspot Programming funding (\$1.714m) and corresponding Cape Otway Road Stage 6 upgrade project expenditure	Anne Howard	Engineering Services	1,714,000	0	●	●	●	Delivering	Procurement in progress	Tender for construction has been awarded. Preparation for pre works tree trimming currently underway. Construction scheduled during summer period (Jan 2018 through end March).	Apr-18
Cape Otway Road Bridge Strengthening Design (Renewal)	John Bertoldi	Strategic Asset Management	16,500	0	●	●	●	Closed Out	Deliver Stage concluded	Design completed, works to occur as part of Bridge renewal program. Contingency required and Decision Request completed. Project near ready to close once final invoice for works received	Jan-18
Jan Juc PreSchool Outdoor Space Expansion	Early Years and Youth Coordinator (job share) - Jackie Welsh	Aged and Family Services	8,184	0	●	●	●	Closed Out	Deliver Stage concluded	Project Completed	Oct-17
Spring Creek Tennis Club Roof Replacement (Renewal)	John Bertoldi	Strategic Asset Management	0	0	●	●	●	Delivering	Procurement in progress	Project Charter sign off and procurement to commence in early 2018. Intend to consolidate this scope with PRC18-278 for three roof replacement projects.	Jun-18

2017/18 Program Status Report - Capital Projects

Report Date: 31 December 2017

Project Name	Sponsor	Sponsoring Department	Life of Project \$ AMENDED Project Allocation Ex-contingency	Life of Project \$ Estimate to Complete	Time Status 1=Green 2=Amber 3=Red	Cost Status 1=Green 2=Amber 3=Red	Scope Status 1=Green 2=Amber 3=Red	PHASE Initiating / Planning Delivering Closing Closed Out	STAGE OF DELIVERING PHASE Requirements Procurement Implementing / Works	Status Comment	Close Out Month
Bellbrae Rec Res Toilet Roof Replacement (Renewal)	John Bertoldi	Strategic Asset Management	0	0	●	●	●	Delivering	Procurement in progress	Project Charter sign off and procurement to commence in early 2018. Intend to consolidate this scope with PRC18-278 for three roof replacement projects.	Jun-18
Globe Theatre Roof Replacement (Renewal)	John Bertoldi	Strategic Asset Management	0	0	●	●	●	Delivering	Procurement in progress	Project Charter sign off and procurement to commence in early 2018. Intend to consolidate this scope with PRC18-278 for three roof replacement projects.	Jun-18
Winchelsea Tea Rooms Roof Replacement (Renewal)	John Bertoldi	Strategic Asset Management	45,000	36,284	●	●	●	Closing	Deliver Stage concluded	John Chatterton confirmed completion of this project 10/01/2018	Jun-18
Barwon Valley Pony Club Storage Facility	Jarrold Westwood	Recreation and Open Space Planning	20,000	20,000	●	●	●	Delivering	Procurement in progress	Time challenges due to weather	Unknown
Great Ocean Road Bus Terminus	Anne Howard	Engineering Services	89,393	89,393	●	●	●	Initiating / Planning	Deliver Stage not yet commenced	Project charter to be developed.	Jun-18
Surf Coast Multi-Purpose Indoor Stadium	Chris Pike	Recreation and Open Space Planning	500,000	500,000	●	●	●	Initiating / Planning	Requirements in progress	Charter to be finalised. Following charter, design to be tendered and works to commence on planning/subdivision works.	Sep-18
Bob Pettitt Reserve Tennis Light Pole Replacement	John Bertoldi	Recreation and Open Space Planning	158,000	158,000	●	●	●	Delivering	Procurement in progress	Tennis Club consultation has been completed and works to be carried out March/April . Procurement process has commenced.	Jun-18
Street Light Pole Replacement Ocean View	John Bertoldi	Engineering Services	3,560	0	●	●	●	Delivering	Procurement in progress	Poles have been ordered, expecting delivery to Powercor by end of Feb	Feb-18



**5.5 Quarterly Program Status Report - October to December Quarter 2017**

**APPENDIX 2 PROGRAM MANGEMENT OFFICE - PROGRAM STATUS REPORT - OPERATIONAL  
PROJECTS - 31 DECEMBER 2017**

2017/18 Program Status Report - Operational Projects

Report Date: 31 December 2017

Project Name	Sponsor	Sponsoring Department	Life of Project \$ AMENDED Project Allocation Ex-contingency	Life of Project \$ Estimate to Complete	Time Status 1=Green 2=Amber 3=Red	Cost Status 1=Green 2=Amber 3=Red	Scope Status 1=Green 2=Amber 3=Red	PHASE Initiating / Planning Delivering Closing Closed Out	STAGE OF DELIVERING PHASE Requirements Procurement Implementing / Works	Status Comment	Initiate Month
Aged and Family Strategy Implementation	Bronwyn Saffron	Aged and Family	34,854	3,896	●	●	●	Closing	Multiple items at various stages of delivery	Our living histories project completed November 2017 . Junk trunk activity completed January 2017. Youth Mobile space has been delivered, official opening December 2017 and awaiting outstanding invoices to close off.	Commenced in 2016/17
Anglesea Futures and Anglesea River	Ransce Salan	Environment and Community Safety	23,341	0	●	●	●	Closed Out		Next stage of project is PRO18- 208.	
Bells Beach Coastal Management Plan	Ransce Salan	Environment and Community Safety	150,000	83,512	●	●	●	Delivering	Implementation / works in progress	Multi-year program. On-going operating costs related to the use and management of the reserve	Commenced in 2016/17
Domestic Animal Management Plan Review	Bill Cathcart	Planning and Development	37,215	8,995	●	●	●	Delivering	Implementation / works in progress	Draft DAMP to be presented to EMT and Council for endorsement in January 2018. A PDR is to be created to reschedule original milestone dates.	Commenced in 2016/17
Environmental Leadership	Ransce Salan	Environment and Community Safety	385,558	152,207	●	●	●	Delivering		Updating program charter to reflect 2017/18 priorities. Scope and role of PM is unclear, Sponsor and Owner to define program direction.	Commenced in 2016/17
Electronic Scoreboard - Stribling Reserve - Lorne Football Netball Club	Jarrold Westwood	Recreation and Open Space Planning	24,700	22,200	●	●	●	Initiating / Planning		Still awaiting Federal Funding of \$30k. Initial cost estimates indicate project is significantly under budget and SRCOM and LFNC will need to determine if scope is managed or they supply additional funding.	Commenced in 2016/17
Building Disability Discrimination Audit (DDA)	Travis Nelson	Facilities and Open Space Operations	55,985	0	●	●	●	Closed Out	Deliver Stage concluded	Project closed. Remaining funds \$14,215 can be returned to source.	Commenced in 2016/17
PS Amend Torquay Town Ctr Carpark Study (via statutory framework)	Bill Cathcart	Planning and Development	227	0	●	●	●	Closing		Minister approved in July, gazetted in August. Email from karen 21/11/7 to approve closure. RF follow-up email to Bill as sponsor re closure.	Commenced in 2016/17

2017/18 Program Status Report - Operational Projects

Report Date: 31 December 2017

Project Name	Sponsor	Sponsoring Department	Life of Project \$ AMENDED Project Allocation Ex-contingency	Life of Project \$ Estimate to Complete	Time Status 1=Green 2=Amber 3=Red	Cost Status 1=Green 2=Amber 3=Red	Scope Status 1=Green 2=Amber 3=Red	PHASE Initiating / Planning Delivering Closing Closed Out	STAGE OF DELIVERING PHASE Requirements Procurement Implementing / Works	Status Comment	Initiate Month
Torquay Jan Juc DCP Review	Anne Howard	Strategic Asset Management	120,000	42,003	●	●	●	Delivering	Implementation / works in progress	Multi year project Consultant contracts have been awarded and review underway. Overall project program has been revised from discussion with PCG	Commenced in 2016/17
Kurrambee Myaring Centre Op Model	Chris Pike	Aged and Family	130,000	15,000	●	●	●	Delivering	Implementation / works in progress	Ops Model progressing to program. Overseen by Aged and Family Services Manager and being reported to PCG	Commenced in 2016/17
Winchelsea Common lead shot management	Rowan Mackenzie	Environment and Community Safety	432,214	200,075	●	●	●	Delivering		DELWP requested \$200,000 contribution from Council towards improvement works (establishment of pathway and soil on to). Council approved additional \$89,000 from unallocated cash reserve. DELWP anticipating work will commence in February and be concluded by end of June 2018.	Commenced in 2016/17
Winchelsea Depot - Site Masterplan	Tony Potter (interim)	Engineering Services	9,001	7,413	●	●	●	Delivering	Multiple items at various stages of delivery	Site feature survey completed. Key focus for remaining funds is to 1) Design and cost the new entrance at Mousley Road including sealing for a future budget bid and 2) improve and upgrade the triple interceptor pit at the depot. PCG meeting scheduled to discuss next steps and review charter scope.	Commenced in 2016/17
Surfing Museum Concept Design Project (Great Ocean Road Experience Project)	Ransce Salan	Economic Development and Tourism	118,622	7,644	●	●	●	Delivering	Implementation / works in progress	Draft consultation plan has been workshopped and reviewed by C&E team, PCG and consultant 19/12. Consultation plan proposal and contract variation quote from Stafford Group due Friday 19th January to be reviewed by PCG. Consultation plan to be presented to Council.	Commenced in 2016/17
Hesse Street Pedestrian Bridge Design	Mark Gibbons (Sponsor Delegate for Tony Potter - Interim)	Engineering Services	36,276	900	●	●	●	Delivering	Implementation / works in progress	Design complete, communicating outcomes	Commenced in 2016/17
Strengthening Town Boundaries Review	Bill Cathcart	Planning and Development	50,001	0	●	●	●	Delivering	Implementation / works in progress	Project proposal to be prepared for 2018/19 budget process. Project closure meeting to be scheduled to close out 2017/18 work. Balance of funds to be returned to Council	Commenced in 2016/17
Rural Hinterland Strategy (Hinterland Futures)	Matt Taylor	Economic Development and Tourism	125,232	4,083	●	●	●	Delivering	Implementation / works in progress	Consultation Summary Report provided 20 December. To be reviewed and next steps discussed at PCG meeting once team is back from annual leave.	Commenced in 2016/17
Remediation of Land Hendy Main Rd	Tony Potter (interim)	Engineering Services	43,843	0	●	●	●	Closed Out		EPA 53X certification received. Balance of funds remaining on this account at end of 2016/17 were consolidated with PRC17-100 Mt Moriac Depot Rehabilitation, including relocation of stockyards to Paraparap.	Commenced in 2016/17
PS Amend Bells Beach Hinterland (via statutory framework)	Bill Cathcart	Planning and Development	12,000	0	●	●	●	Delivering		Panel report received and will be reported to Council in January 2018.	Commenced in 2016/17

2017/18 Program Status Report - Operational Projects

Report Date: 31 December 2017

Project Name	Sponsor	Sponsoring Department	Life of Project \$ AMENDED Project Allocation Ex-contingency	Life of Project \$ Estimate to Complete	Time Status 1=Green 2=Amber 3=Red	Cost Status 1=Green 2=Amber 3=Red	Scope Status 1=Green 2=Amber 3=Red	PHASE Initiating / Planning Delivering Closing Closed Out	STAGE OF DELIVERING PHASE Requirements Procurement Implementing / Works	Status Comment	Initiate Month
Early Years Strategy Implementation	Bronwyn Saffron	Aged and Family	18,755	1,499	●	●	●	Delivering	Implementation / works in progress	Project started. Draft Dashboard and Survey developed for review process - being implemented over first quarter 2017/18, unspent funds will be expended in late 2017.	Commenced in 2016/17
Winchelsea Town Centre Structure Plan	Ransce Salan	Planning and Development	65	9	●	●	●	Closing		Was recommended to be cancelled at end of in 2016/17. EMT request to carry forward until there is understanding of the alternative project. Refer closure report D17/72861  RF send closure report to EMT to finalise.	Commenced in 2016/17
HACC Bushfire Heatwave Preparation	Bronwyn Saffron	Aged and Family	53,640	6,840	●	●	●	Delivering		Direct client program of heatwave prep activities being implemented. This will be approx. \$6500. \$2120 incorrect expenditure against this account will be re-posted to Vulnerable Persons in Emergency Program. CARRY FORWARD balance approx. \$6500 in HACC Bushfire Heatwave Preparation for Climate Change project in conjunction with Environment and Community Safety expenditure in August. Project delivered with CCWs in Dec 2017 funds should be completely spent. Aly presented in conjunction with Kate from environment, awaiting invoice to close project.	Commenced in 2016/17
PS Amend C96 Envir. Overlays Review (via statutory framework)	Bill Cathcart	Planning and Development	10,000	1,625	●	●	●	Delivering		Sent to the Minister for Planning for approval. Awaiting approval.	Commenced in 2016/17
PS Amend C85 Waterway, Wetland & Flooding (via statutory framework)	Bill Cathcart	Planning and Development	15,001	792	●	●	●	Delivering		Sent to the Minister for Planning for approval. Awaiting approval.	Commenced in 2016/17
Spring Creek PSP and PS Amendment	Bill Cathcart	Planning and Development	585,897	50,673	●	●	●	Delivering		Adopted at the October council meeting. Amendment and PSP being finalised in accordance with the council resolution. Will be sent to the Minister for approval when changes are complete January 2018.	Commenced in 2016/17
Street Light Program Upgrade	Tony Potter (interim)	Engineering Services	428,000	230,143	●	●	●	Delivering	Implementation / works in progress	Selecting areas for lights to be changed	Commenced in 2016/17
Torquay Central Business Area	Ransce Salan	Economic Development and Tourism	90,000	0	●	●	●	Delivering	Implementation / works in progress	Council to considered final report at 12 December 2017 Council Meeting. Acquittal to be completed for grant funding December 2017. Project will then be closed.	Commenced in 2016/17
Winchelsea Common CCMA Plains Tender	Rowan MacKenzie	Environment and Community Safety	10,624	6,117	●	●	●	Delivering		Works are in progress with further weed work recently undertaken.	Commenced in 2016/17
PS Amendments to Implement Strategic Work (via statutory framework)	Bill Cathcart	Planning and Development	42,787	23,241	●	●	●	Delivering		Approx. \$15K funds being applied to Growing Winchelsea amendment. Amendment considered at September Council meeting. Next step is to exhibit in early 2018. Some funds being used for planning consultant for strategic planning projects.	Commenced in 2016/17
Local Food - Towards Enviro Leadership	Rowan Mackenzie	Environment and Community Safety	21,521	5,590	●	●	●	Delivering		Presentation to Council at January meeting. Project to receive funds shortly from Environmental Leadership in accordance with 2017/18 project proposal.	Commenced in 2016/17

2017/18 Program Status Report - Operational Projects

Report Date: 31 December 2017

Project Name	Sponsor	Sponsoring Department	Life of Project \$ AMENDED Project Allocation Ex-contingency	Life of Project \$ Estimate to Complete	Time Status 1=Green 2=Amber 3=Red	Cost Status 1=Green 2=Amber 3=Red	Scope Status 1=Green 2=Amber 3=Red	PHASE Initiating / Planning Delivering Closing Closed Out	STAGE OF DELIVERING PHASE Requirements Procurement Implementing / Works	Status Comment	Initiate Month
Public Safety Infrastructure	Positive Ageing Coordinator (job share) - Zoe Barnett	Aged and Family	195,400	3,815	●	●	●	Delivering	Implementation / works in progress	Milestone 3 has been completed late due to delays in securing land manager approval (DELWP), a PDR will be raised to reschedule delivery dates and variation report submitted to the funding authority. Commencement of works is in progress. Milestone 3 Report has been submitted to funding authority. The Project is expected to have a surplus of funds as quotes received as part of the RFQ process were less than originally estimated.	Commenced in 2016/17
Aireys Inlet Units 2 Fraser Drive Sale	Chris Pike	Governance and Risk	48,000	-1,000	●	●	●	Delivering	Procurement in progress	EOI open. No response after initial EOI period. Extended to Feb 2018. Should be able to save money from committed PO for probity auditor.	Commenced in 2016/17
G21 Regional Hockey Strategy Contribution (SCS Project Lead)	Shaan Briggs	Recreation and Open Space Planning	11,000	11,000	●	●	●	Delivering	Procurement in progress	Funding agreement developed between Hockey Victoria and SCS with 2 x \$5k contribution payments. RFQ process did not secure consultant. Completion date has been extended to 30 June and Inside Edge Sport and Leisure Planning Consultants are being sourced via sole supplier to complete works. Inside Edge completed the State Hockey Strategy and have agreed to do the work. RFQ paperwork being finalised and a PCG meeting to be established late January.	Aug-17
Surf Coast Multi-Purpose Indoor Stadium	Chris Pike	Recreation and Open Space Planning	32,439	18,000	●	●	●	Closing	Implementation / works in progress	Better Indoor Stadium funding submission finalised on 16 August. Draft plan of subdivision complete. Preparatory work with Harwood Andrews complete and Town planning consultant now being engaged to progress to next stage of works. Council meeting has approved commencement of design regardless of funding submission outcome. New project to be established.	Commenced in 2016/17
Asset Condition Audits	John Bertoldi	Strategic Asset Management	91,000	61,485	●	●	●	Delivering	Implementation / works in progress	Parks condition audits by internal staff completed. Data yet to be input into system. Footpaths Condition Audit by Contractors completed. Yet to be put into system. Road Furniture Audits underway. Light Tower Structural Audits in February	Jul-17
Winchelsea Golf Club Sustainable Course Irrigation Project	Ross Wissing	Recreation and Open Space Planning	108,500	76,124	●	●	●	Initiating / Planning		Awarded first component of works (pump infrastructure upgrade) with works due to commence shortly.	Jul-17
Bells Beach MP Stage 1 (Salary)	Kate Smallwood	Environment and Community Safety	32,000	32,000	●	●	●	Delivering	Implementation / works in progress	Multi-year program. On-going operating costs related to the use and management of the reserve	Jul-17
Winchelsea RV Friendly Area	Matt Taylor	Economic Development and Tourism	8,500	5,878	●	●	●	Delivering	Multiple items at various stages of delivery	RV site now operational with flood level indicators and warning signage installed. Condition of site to be monitored over the year.	Jul-17

2017/18 Program Status Report - Operational Projects

Report Date: 31 December 2017

Project Name	Sponsor	Sponsoring Department	Life of Project \$ AMENDED Project Allocation Ex-contingency	Life of Project \$ Estimate to Complete	Time Status 1=Green 2=Amber 3=Red	Cost Status 1=Green 2=Amber 3=Red	Scope Status 1=Green 2=Amber 3=Red	PHASE Initiating / Planning Delivering Closing Closed Out	STAGE OF DELIVERING PHASE Requirements Procurement Implementing / Works	Status Comment	Initiate Month
Anglesea Futures Plan Community Consult	Ransce Salan	Environment and Community Safety	60,000	30,457	●	●	●	Project Under Review		DELWP released Draft Land Use Plan in December, with submissions due 28 February 2018. SCS will be invited to participate in community consultation on the draft Plan. Concept plan being developed on relocation options for Anglesea Bike Park.	Commenced in 2016/17
Land Under Roads Audit & Capitalisation	John Brockway	Finance	40,000	10,000	●	●	●	Initiating / Planning	Requirements in progress	Finance and GIS are completing planning and recommendations for the Sponsor	Sep-17
Matching Project Funds	Keith Baillie	Allocated as projects identified	30,000	30,000	●	●	●			Funds available to respond to project proposals that may arise during the financial year.	
Municipal Strategic Statement Review (check PM requirement for this \$90K project or time allocation for unit PM)	Bill Cathcart	Planning and Development	88,000	88,000	●	●	●	Initiating / Planning		Planning Scheme Review. Two approaches possible – major review with stakeholder engagement vs limited, desk-top style review. Project budget based on the former however proposed to undertake the latter as currently awaiting Victorian Government directive re Planning Scheme / MSS requirements. Directive expected in 2018/19 therefore proposed that major review not be undertaken until 2019/20. Charter needs to be prepared to define scope of limited review. Possible use of external consultant to undertake components of the review. Decision request will be required to confirm reduced scope for the 2017/18 project, confirm extension of timeline to December 2018 and to either transfer some funds to Adopted Strategy Reserve for the more major future project or return funds to source.	Jan-18
Planning for Growth - Winchelsea, Moriac, Torquay	Ransce Salan	Allocated as projects identified	40,000	20,000	●	●	●	Initiating / Planning		Initial discussion include a clear separation of scope around each township, and potential different delivery methods. PM, Owner and SME have met and discussed project, need to confirm scope with Sponsor.	Unknown
Supporting Growth Initiatives - Winchelsea, Moriac	Ransce Salan	Allocated as projects identified	0	0	●	●	●	Transferred to Reserve		Held in reserve to deliver projects arising from PRO18-212	Unknown
Torquay / Jan Juc Social Infrastructure Study	Shaan Briggs	Recreation and Open Space Planning	48,000	46,600	●	●	●	Delivering	Procurement in progress	Project Charter signed off mid December. Procurement phase has commenced with RFQ close date of 1 Feb.	Oct-17
Winchelsea Infra. for Growth Review	Anne Howard	Strategic Asset Management	23,000	10,000	●	●	●	Initiating / Planning		In house delivery using a combination of PM and other internal resources, project underway. Likely saving from using internal resources could see \$10,00 returned to Council budget.	Aug-17

2017/18 Program Status Report - Operational Projects

Report Date: 31 December 2017

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Lorne Structure Plan	Ransce Salan	Planning and Development	20,000	20,000	●	●	●	Initiating / Planning		Stage 1 of project. Consultancy reports. To commence early 2018 when subject matter expert resources available. Project will continue until June 2019. JP PM role initially.	Feb-18
Winchelsea Town Centre Beautification	TBC	Economic Development and Tourism	50,000	50,000	●	●	●	Initiating / Planning			Unknown
Bells Beach Planning Panel (Statutory framework - not a project)	Bill Cathcart	Planning and Development	12,000	24,000	●	●	●	Delivering		The panel report has been received and will be reported to Council in January.	Jul-17
GC Commonwealth Games Queen Baton Relay	Matt Taylor	Economic Development and Tourism	14,417	4,306	●	●	●	Initiating / Planning	Implementation / works in progress	GOLDOC has provided approval of the event management plan and traffic management. Notifications to residents on the course sent mid Dec. Event to be delivered on 12 February 2018.	Aug-17
Growing Adventure Tourism	Shaan Briggs	Recreation and Open Space Planning	22,500	22,500	●	●	●	Initiating / Planning		Surf Coast Walk Agency working group continue to work on required actions. Approval from Council to submit Building Better Regions Fund Investment Stream application (sacs \$100k : BBRF \$100k, due 19 December 2017) including SCW dual use Stage 1 and detailed design and cost for Stage 2 Fairhaven to Cumberland River. Council has allocated \$100k over 4 years to GAT priorities which will be used in full as leverage for this project.	Unknown
Growing Winchelsea Planning Panel (via statutory framework)	Bill Cathcart	Planning and Development	10,000	10,000	●	●	●	Delivering		Funds for panel. Not required until after exhibition of the amendment in early 2018 (see above).	Jul-17
Land Use Monitoring Report & website	Bill Cathcart	Planning and Development	10,000	10,000	●	●	●	Initiating / Planning		Is connected to the Strengthening Town Boundaries project. Brief to be confirmed after consideration of STB. Funds to engage consultant.	Jan-18

## 5.6 Torquay Coast Primary School - Request for Supervised School Crossings

**Author's Title:** Manager Planning & Development

**General Manager:** Ransce Salan

**Department:** Planning & Development

**File No:** F18/44

**Division:** Environment & Development

**Trim No:** IC18/58

**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 request for new school crossings and crossing supervisors for the Torquay Coast Primary School in North Torquay.

### Summary

Torquay Coast Primary School is a new school, opening at the commencement of the 2018 school year. The school council has requested that council consider funding school crossing supervisors for both Stretton Road and Horseshoe Bend Road. Most school crossings are jointly funded with the support of grants from VicRoads which cover a portion of the cost with the major costs being funded by council. Funding is not available for the first 12 months and any future funding support by VicRoads will be conditional upon the crossing locations meeting the funding warrants in the future years.

Should council approve this request increase in service will be unbudgeted in 2017/18 financial year and will be included in the recurrent budget for the 2018/19 financial year. It is recommended that a further review and report on all school crossings be provided to Council in the next 12 months to determine how best to meet the growing demand for school crossing supervisors which play an important role in the safety of our School communities.

### Recommendation

That Council:

1. Approve the extension to its school crossing service and provide crossing supervisors at Stretton Drive and Horseshoe Bend Road, Torquay.
2. Note that the increase in service will be unbudgeted in 2017/18 financial year and will be included in the recurrent budget for the 2018/19 financial year.
3. Approve the installation of infrastructure to provide school crossings at Stretton Drive and Horseshoe Bend Road, Torquay.
4. Require a report be prepared on the provision of school crossing supervisors in Surf Coast Shire in the next 12 months:
  - 4.1 The report is to consider the findings of the forthcoming state-wide review of the School Crossing Supervisors Program and implications for Council
  - 4.2 Provide guidance on an equitable method for assessing the need for school crossings and making decisions on requests
  - 4.3 Review the existing crossings and consider if infrastructure upgrades would provide for safe alternative when Crossing Supervisors are not provided.
  - 4.4 Consider the need for ongoing provision of school crossing supervisors at the Torquay Coast Primary School.
5. Write to the Torquay Coast Primary School Council and advise the School of Council's decision.



## 5.6 Torquay Coast Primary School - Request for Supervised School Crossings

### Report

#### ***Background***

North Torquay has been developing rapidly as Surf Coast's largest growth area. Three developing housing estates surround the new school site, The Dunes to the south, Zeally Sands to the east and the Stretton Estate to the west and north. The opening of the Torquay Coast Primary School will service the growing residential population in this area.

It is understood the school will open with 100 students (prep and grade 1) and grow rapidly with staged introduction of students and grades. The School has been designed a student population of 400.

The School has put forward three options (preferences).

- First preference is for school crossing supervisors that will assist children crossing over Horseshoe Bend Road and Stretton Drive
- Second preference is for school crossing supervisors that will assist children crossing over Horseshoe Bend Road and a marked unmanned crossing over Stretton Drive
- Third preference is for marked school crossings over both Stretton Drive and Horseshoe Bend Road
- For all options reduced speed signs installed around the school
- An interim solution put in place. If usage demonstrates different patterns of usage then the school crossing may require relocation in the future
- Council to cover funding whilst waiting for the grants and approvals from VicRoads

The two school crossing locations have been constructed as part of the residential development of the area meaning there is minimal investment required by council. However the provision of school crossing supervisors to operate the crossings is unfunded in the current council budget. Images of the two crossing locations are depicted below.

#### *Stretton Road Crossing*



## 5.6 Torquay Coast Primary School - Request for Supervised School Crossings

### *Horseshoe Bend Road Crossing*



#### **Discussion**

##### **Speed restrictions**

Speed restrictions will apply in Stretton Drive during school hours and signs have been ordered. These will be erected prior to the School opening, however, VicRoads control the approval of speed zones along Horseshoe Bend Road and they have refused to approve a school speed zone in this area. Therefore council is unable to put speed restriction signs on this road front to the school. The main School entrance is on Stretton Drive.

Council currently has nine School Crossings with some requiring two supervisors to manage the risk of dual carriage ways. Two school crossing are not supported by VicRoads grants as they do not meet the requirements.

To be funded 50/50 a crossing must have:

- Min. 20 Pedestrian movements per hour at the crossing site
- Min. 100 Vehicle movements per hour
- When multiplied together must achieve a score of 5,000 (Warrant score)

The following table summarises council's current crossings which are supervised. It is not known if the Torquay Coast Primary School crossing will meet the warrant requirements for funding, however it is likely the rapid growth of the area and the expanding school population will make the crossings eligible within 1-2 years.

<b>Name of School Served</b>	<b>Road Name</b>	<b>Nearest Intersecting Road</b>	<b>Pedestrian X Vehicle warrant score</b>	<b>Road Type</b>	<b>No Supervisors</b>
Anglesea Primary	Camp Rd	Wilkins Street	2884	Local	1
Aireys Inlet Primary	Great Ocean Rd	Anderson Street	14280	Arterial	1
Torquay College & St Therese Primary	Grossmans Road /	Surf Coast Highway	271768	Local	1

## 5.6 Torquay Coast Primary School - Request for Supervised School Crossings

Name of School Served	Road Name	Nearest Intersecting Road	Pedestrian X Vehicle warrant score	Road Type	No Supervisors
Torquay College & St Therese Primary	Surf Coast Highway	Grossmans Road	198699	Arterial	2
Torquay College & St Therese Primary	Surf Coast Highway	Puebla Street	42711	Arterial	1
Winchelsea Primary	Princes Highway	Gosney Street	8460	Arterial	2
Moriac Primary	Hendy Main Road	Cape Otway Road	11508	Arterial	1
Lorne P12 College	Smith Street	Grove Road	900	Local	1
Bellbrae Primary	School Road	Cemetery Road	36636	Local	1

In the event that Council supports the request and determines to establish the school crossings at its own cost, the crossings will still need VicRoads approval due to the speed restrictions and other works. These approvals may take weeks or months to obtain but officers will seek to establish crossings as quickly as possible, possibly one earlier than the other if needed.

### **Financial Implications**

School Crossing Supervisors cost on average \$17,137 including on costs (plus uniforms and equipment \$500). In this instance three crossing supervisors would be required if council is to apply its usual standards.

The new School Crossings will cost Council \$17,637 for Stretton Drive and a further \$35,274 if two supervisors are required on Horseshoe Bend Road. Without contribution from a grant council will bear the full cost.

Line making, signs and flags will be required at each crossing. In addition, path widening and other works may also be needed to meet the road-related infrastructure standards. This will be determined through finalisation of the design and approvals process. The Chief Executive Officer will make an initial budget allocation from Accumulated Unallocated Cash Reserve under delegation and the final budget will be resolved through a future transfer table.

### **Council Plan**

Theme 1 Community Wellbeing  
 Objective 1.3 Improve community safety  
 Strategy Nil

Theme 3 Balancing Growth  
 Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth  
 Strategy Nil

### **Policy/Legal Implications**

Several councils across the state have withdrawn from providing school crossing services altogether. In response VicRoads has a review underway (due to be released early 2018). This review may change the funding arrangements or make recommendations that will impact on the service. It will be important for council to revisit the provision of crossing supervision services after the review is released.

Council receives requests for crossings regularly. More recently a crossing supervisor has been funded by council at Bellbrae Primary School (School Road). Locations where crossing supervisors have been requested, but not funded include:

- Gosney Street Winchelsea – Request from School/Public
- Darian Road at Fischer Street Roundabout – Request from School

## 5.6 Torquay Coast Primary School - Request for Supervised School Crossings

- School road at intersection with Cemetery road Bellbrae – Request from public
- SCH and Merrijig Drive intersection – Request from School/public
- Messmate Road at intersection with Briody drive – Request from public
- Hesse Street and Main Street Winchelsea – Request from public
- Eton Road at roundabout with Sea breeze Drive – Request from public

The outcome of the VicRoads review may change the current cost burden to local government for what is generally considered a State responsibility. Torquay Coast Primary is starting with 100 students and will grow very rapidly to 400. The warrant may not be met in first year (unknown until school opens) but it is highly likely in subsequent years with growth of new estates.

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

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

### ***Risk Assessment***

The provision of school crossings supervisors was established to mitigate against the known traffic hazard risks that occur around schools. There are a high number of trade vehicles in this area, and while the warrant may not be reached in the first year of operation the risk has been identified by the School Council and it is recommended that managed crossing be provided in Stretton Drive. The first year will see a younger group of children arriving at the site in cars which will increase the level of risk at this site. Horseshoe Bend Road already carries high vehicle volumes and while the dual carriageway offers some protection, children will need to be assisted at the crossing.

### ***Social Considerations***

Under the current arrangement for school crossing, council has a role to play in keeping our school communities safe. Being able to make equitable decisions between different school communities is challenging and more work is needed on this issue.

### ***Community Engagement***

This matter has been discussed with VicRoads and the School Council. Discussions and a mail drop have been facilitated within the area to advise residents within close proximity of the intended crossings of the proposed locations.

### ***Environmental Implications***

There are no foreseen environmental implications.

### ***Communication***

Council decision will need to be conveyed back to the School Council following council's determination.

### ***Options***

#### Option 1 – Not provide crossing supervisors

This option is not recommended by officers as there are likely risks associated with the school opening and inadequate provision being made to address safety concerns associated with children travelling to and from school.

#### Option 2 – Provide supervisors to both crossings

This is recommended by officers as it addresses safety concerns associated with children travelling to and from school.

#### Option 3 – Provide a school crossing to either Stretton Drive or Horseshoe Road

This option is not recommended by officers as it does not present a complete solution that addresses all safety concerns.

### ***Conclusion***

The provision of supervised school crossings are a proven way of managing the known traffic risk to children around schools. While the situation around the new Torquay Coast Primary School is not able to be accurately measured until it opens, the case for crossing supervisors to facilitate crossing at both locations is considered appropriate given the hazards associated with traffic movements in the surrounding areas.

## **5.6 Torquay Coast Primary School - Request for Supervised School Crossings**

Pedestrian traffic routes and volumes will become known as the school grows and can be considered as part of a further review. Surrounding subdivisions are developing with trade construction traffic possibly increasing volumes and traffic mix in the interim. The School and local area population will grow rapidly and more than one crossing is highly likely in near future. The VicRoads warrants provide the only current equitable way of comparing risk between crossings however it is recommended that this service be reported on again to council once the state-wide review has been released.

## 6. CULTURE & COMMUNITY

### 6.1 Stribling Reserve Stadium Ventilation Project

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

**Department:** Recreation & Open Space Planning **File No:** F17/502

**Division:** Culture & Community **Trim No:** IC18/32

**Appendix:**

Nil

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

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

Yes

No

**Reason:** Nil

**Status:**

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

Yes

No

**Reason:** Nil

#### Purpose

The purpose of this report is to consider allocating additional funds for the Stribling Reserve Stadium Ventilation project.

#### Summary

In August 2017, Council resolved to allocate \$45,000 from the 2017/18 Building Asset Renewal program to enable completion of Stage 1 of the Stribling Reserve Stadium Ventilation Project. The project is intended to address health and safety issues (heat and condensation) at the venue. Stage 1 involves removing existing translucent roof sheeting panels and replace these with an insulated double roof system.

A second stage of works was to be considered in future budgets. This would include the installation of powered roof ventilation units, the creation of air ventilation openings in the walls, improvements to the building's insulation and the installation of improved roof access fixtures.

The proposal to stage the project is no longer considered the most effective way to address the health and safety issues. This follows the receipt of fresh advice from Council's design consultant. It is now considered that to effectively address both the condensation and heat problems, the two stages should be implemented in a single project and without delay.

Officers have verified the high priority ranking of the full project against other recreation and open space projects. Officers were intending to recommend Stage 2 be funded in the 2018/19 Annual Budget however, it is desirable to complete the works earlier to enable delivery with stage 1.

An additional allocation of \$115,000 in the current financial year will enable the project to be completed in its entirety and achieve the best outcome.

#### Recommendation

That Council:

1. Expand the scope of the Stribling Reserve Stadium Ventilation Project to include all Stage 2 components being:
  - a. the installation of powered roof ventilation units
  - b. the creation of air ventilation openings in the walls
  - c. improvements to the building's insulation
  - d. the installation of improved roof access fixtures.
2. Allocate \$115,000 to the Stribling Reserve Stadium Ventilation Project from the Accumulated Unallocated Cash Reserve to fund the expanded scope.

## 6.1 Stribling Reserve Stadium Ventilation Project

### Report

#### **Background**

The Stribling Reserve Stadium Ventilation Project was investigated by Council's Community Project Development Officer and on the 22 August 2017 Council resolved to:

- *Allocate \$45,000 including contingency and project management from the 2017/18 Building Asset Renewal program to the Stribling Reserve Stadium Ventilation Proposal (CPP07) to complete Stage 1 priority works to address OHS risk.*
- *Refer Stribling Reserve Stadium Ventilation Proposal (CPP07) Stage 2 with a cost estimate of \$115,000 including project management and contingency to Council's project prioritisation and budget processes including consideration for future grant opportunities alongside other eligible projects.*

The key safety issues that were identified through the project feasibility investigation include unacceptably high internal temperatures, high humidity, lack of building ventilation and the regular formation of condensation which drips from the translucent roof sheeting onto the stadium floor creating a slip hazard.

GHD Pty Ltd was engaged to investigate heat loads within the stadium with the following solutions being recommended to address the heat, humidity and condensation issues:

- remove existing translucent roof sheeting panels and replace with an insulated double roof system
- installation of powered roof ventilation units (whirly gigs) and air ventilation openings in the walls
- building insulation improvements.

Based on GHD advice, officers determined that the condensation problem presented the highest risk which was most likely to be resolved by replacing the translucent roof sheeting panels with an insulated double roof system as part of Council's 2017/18 Renewal Program. Addressing the heat issue was not considered as high of a risk and was recommended to be referred to Council's future project prioritisation and budget processes including consideration alongside other eligible projects.

#### **Discussion**

The Stribling Reserve Stadium Ventilation Project has a 2017/18 budget allocation of \$45,000 as part of the Building Assets Renewal Program to complete stage 1 of the required works to address the condensation and heat issues within the stadium.

Whilst working with the Committee of Management (CoM) to mobilise the project, it was agreed to seek further advice from GHD regarding the staging of works and effectiveness in addressing the condensation problems that create a slip hazard for users including students from the Lorne P-12 College who use the stadium on a daily basis.

GHD advised that implementing individual elements of the total solution, whether they be roof sheeting (stage 1) or electric ventilation/whirly gigs, wall ventilation openings and insulation improvements (stage 2), will positively impact one or both of the condensation and heat problems but will only partly address them.

Officers have verified the high priority ranking of the full project against other recreation and open space projects. In preparing officer proposals for the 18/19 budget process it is clear that the project's high priority rating would have resulted in a recommendation for funding in the upcoming budget.

Given these facts, it is recommended that the project proceed in its entirety rather than in stages.

#### **Financial Implications**

On the 22 August 2017 Council resolved to:

- *Allocate \$45,000 including contingency and project management from the 2017/18 Building Asset Renewal program to the Stribling Reserve Stadium Ventilation Proposal (CPP07) to complete Stage 1 priority works to address OHS risk*
- *Refer Stribling Reserve Stadium Ventilation Proposal (CPP07) Stage 2 with a cost estimate of \$115,000 including project management and contingency to Council's project prioritisation and budget processes including consideration for future grant opportunities alongside other eligible projects.*

## 6.1 Stribling Reserve Stadium Ventilation Project

GHD's recommendation to complete both stages together has prompted a review of the original cost estimate prepare by Zinc Management. This cost estimate remains consistent with the total project cost (stages 1 and 2) outlined below:

Item	Amount
Project Base Cost	\$120,000
Project Management	\$20,000
Contingency	\$20,000
<b>Sub-Total</b>	<b>\$160,000</b>

Due to the nature of the work requiring the engagement of different trades (eg. roof plumbing, electrical) it is unlikely that there will be any cost savings by implementing both stages in a single project. The imperative for completing all works is the need to address condensation and heat problems.

Given the overall project cost, an additional \$115,000 is required to complete all works of the Stribling Reserve Stadium Ventilation Project as recommended by GHD.

No other funded recreation projects are considered suitable for cancellation, thus freeing up funds for this expanded scope. It is therefore recommended that funds be allocated from the Accumulated Unallocated Cash Reserve.

### **Council Plan**

Theme 1 Community Wellbeing  
Objective 1.1 Support people to participate in and contribute to community life  
Strategy 1.1.1 Develop and implement a program to support communities of place and interest, and to provide opportunities for them to identify and achieve their community aspirations

Theme 1 Community Wellbeing  
Objective 1.2 Support people to be healthy and active  
Strategy Nil

Theme 1 Community Wellbeing  
Objective 1.3 Improve community safety  
Strategy 1.3.1 Understand community safety issues and needs, and design an appropriate local response

### **Policy/Legal Implications**

Council is obliged to provide a safe facility for the public. Failure to do so could result in legal action being taken against Council in the event of a preventable incident.

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

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

### **Risk Assessment**

Stribling Reserve Stadium is currently experiencing heat and condensation issues that are creating a slip hazard for students from the Lorne P-12 College who use the stadium on a daily basis. In response to this risk GHD Pty Ltd was engaged to investigate heat loads within the stadium with the following solutions being recommended to address the heat, humidity and condensation issues:

- remove existing translucent roof sheeting panels and replace with an insulated double roof system
- installation of powered roof ventilation units (whirly gigs) and air ventilation openings in the walls
- building insulation improvements.

The Stribling Reserve Stadium Ventilation Project addresses the heat and condensation issues and if it is not completed in its entirety the condensation and heat issues will continue to put users of the stadium at risk.



## **6.1 Stribling Reserve Stadium Ventilation Project**

### ***Social Considerations***

The heat and condensations issues currently being experienced at the Stribling Reserve Stadium have resulted in some activities being cancelled or postponed. If the Stribling Reserve Stadium Ventilation Project is not completed in its entirety it is likely further activities will be cancelled or postponed.

### ***Community Engagement***

The Stribling Reserve Committee of Management is a member of the Project Control Group and owner of this project. As such they are representing the community groups utilising the facility and will provide project updates to these user groups.

### ***Environmental Implications***

There are no anticipated impacts to the environment as part of this project.

### ***Communication***

Internal communication will be performed in line with Council's Project Management Framework. External communication will be completed in partnership with the Project Control Group and the Stribling Reserve Committee of Management.

### ***Options***

#### **Option 1 – Completion of Stribling Reserve Stadium Ventilation Project (stages 1 and 2)**

This option is recommended by officers as it will ensure the heat and condensation issues currently being experienced at the Stadium are resolved without delay.

#### **Option 2 – Completion of Stribling Reserve Stadium Ventilation Project Stage 1 only**

This option is not recommended by officers as advice from GHD Ptd Ltd indicates that removing the existing translucent roof sheeting panels and replacing them with an insulated double roof system (stage 1) will improve but is unlikely to fully resolve the heat and condensation issues.

### ***Conclusion***

Fully funding the Stribling Reserve Stadium Ventilation Project provides the best chance of addressing the health and safety issues being experienced at that facility. Given the nature of the risks it is recommended this is progressed without delay.

## 6.2 Quarterly Advocacy Priorities

**Author's Title:** Manager Community Relations

**General Manager:** Chris Pike

**Department:** Community Relations

**File No:** F16/839

**Division:** Culture & Community

**Trim No:** IC18/9

**Appendix:**

1. January 2018 - Detailed Project Information Advocacy Priorities (D18/1761)

**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 affirm Council's advocacy priorities.

### Summary

Council advocating on behalf of communities is a core role and needs to be a continuous process. Council continues to have a long term view of advocacy and will use current and future advocacy opportunities to pursue benefits for the Surf Coast community.

Council is striving to be 'An innovative and flexible leader, a constructive partner that values the strengths of others'. Partnerships with government and non-government organisations are critical to this goal.

Having clearly defined priorities at all times is a feature of successful advocacy planning. Council recognises that there are many, ongoing advocacy opportunities that we should be ready for such as regional forums, funding rounds and state and federal budgets. To capitalise on these opportunities, Council is updating advocacy priorities on a quarterly basis.

The State Election will be held on 24 November 2018. Council identified State Election priorities in July 2017 to effectively communicate priorities to key politicians and advisors in the lead up to the election. The election priorities continue to be highlighted in these quarterly advocacy reports.

### Recommendation

That Council:

1. Confirm the current strategic advocacy priorities (with associated projects detailed in Appendix 1) as:
  - 1.1 Great Ocean Road Visitor Economy.
  - 1.2 Towards Environmental Leadership.
  - 1.3 Building our Future.
  - 1.4 Community and Partner-Led Priorities.
  - 1.5 Key Policy Campaigns.
2. Reaffirm the recently adopted State Election priorities which are identified in Appendix 1.

## 6.2 Quarterly Advocacy Priorities

### Report

#### **Background**

Council is reliant on the actions of other levels of government to achieve its objectives which means advocacy is a critically important activity. Likewise, other levels of government are often reliant on partnerships with Council to achieve their objectives.

Council continues to be committed to attracting support from the State and Federal Government to deliver infrastructure, provide services and shift policy.

Good advocacy planning with clearly articulated priorities will improve Council's chances of advocacy success. This approach will ensure our key spokespeople are prepared with relevant data and clear messages aimed at the right people.

Affirming advocacy priorities each quarter prepares Council to capitalise on many opportunities. The State Election will be held on 24 November 2018 and this brings a significant opportunity to gain support for Council priorities. It is also an opportunity to deepen understanding of how Surf Coast Shire can achieve government and opposition parties' objectives.

A Federal Election will be held prior to mid-2019 and could be called earlier. Regularly affirming advocacy priorities positions Surf Coast Shire well in preparation for the next Federal Election.

Other advocacy opportunities include frequent funding rounds and regular meetings with Ministers and Members of Parliament. This constant advocacy schedule requires planning and pre-work for major proposals including well developed business cases, project plans and grant applications.

Strong relationships need to exist at many levels including with elected representatives and candidates, advisory and campaign staff and organisations with mutual objectives. Council will continue to identify and build strong relationships with them to gain support for priorities.

It is very important to understand government and major political party policy context when determining Council's advocacy priorities. The development of Council's advocacy priorities has included research into policy platforms of each of the major parties. Council priorities are more likely to be supported if they achieve the objectives of government or parties in opposition.

Focussing Council's advocacy efforts on defined, key projects and issues does not diminish the importance of other projects and activities. They will be progressed through advocacy opportunities including but not limited to; meetings and conversations with politicians, advisors and government staff, advocating through the MAV and Australian Local Government Association (ALGA) and active representation at the G21 Regional Alliance.

Establishing the current advocacy priorities has included a review of Council's strategic planning work which is shaped by community input through specific engagement processes. The strategic plans considered included:

- Council Plan incorporating the Health and Wellbeing Plan
- Council policy positions
- Council strategies and master plans
- Local land use plans and township design frameworks
- Developer contribution plans.

It is important to be clear with potential partners and stakeholders about Surf Coast Shire's priorities. To this end Surf Coast Shire has identified three strategic advocacy priorities:

1. Great Ocean Road Visitor Economy	2. Towards Environmental Leadership	3. Building our Future
We attract millions of visitors each year and the Great Ocean Road is a unique driver of our economy.	We recognise the Surf Coast's assets are built on our natural environment. We will pull our weight to address climate change and help reach the renewable energy target of 25% by 2020	We are growing rapidly and need to deliver facilities and services that make our communities great places to live.

## 6.2 Quarterly Advocacy Priorities

A number of key projects sit within each advocacy priority (more project information is in Appendix 1). The 2018 State Election Advocacy Program includes priorities which are aligned with government and opposition policies, contribute to the long term sustainability of Surf Coast Shire and are significant for the community and environment.

### Great Ocean Road Visitor Economy

Shipwreck Coast Master Plan ( <i>Partner led</i> )	Growing Adventure Tourism – Surf Coast Trails
Continued investment in Great Ocean Road renewal	Alcoa Site Regeneration - Anglesea
Great Ocean Road Gateway Experience	Point Grey Redevelopment Lorne ( <i>Partner-led</i> )
Walk the Painkalac	

### Towards Environmental Leadership

Torquay Renewable Energy Project	Hinterland Futures
Strengthening Town Boundaries (policy)	Thompson Valley Feasibility and Investment Prospectus

### Building our Future

Multipurpose Indoor Stadium – North Torquay	Stribling Reserve Redevelopment
Torquay Walking and Cycling Connections	North Torquay Soccer Facilities
Winchelsea Netball Facilities upgrade	Improved Phone and Internet Coverage
orquay Town Centre Project	

### Key Policy Campaigns

- Retaining Funding for Council's for Rural Access programs.
- Public transport improvements and Surf Coast Shire inclusion in future planning.
- Coastal agency and Great Ocean Road governance coordination.
- Sustainable future for emergency services.
- Kinder funding for 15 hours access to continue.

### Community and Partner Led Priorities

- Barwon Park Fire Protection - Led by the National Trust
- Anglesea Motor Yacht Club Upgrade – Led by Anglesea Motor Yacht Club

The State Election Advocacy Program is expected to evolve during 2018 in response to the priorities of the major parties including an expansion to incorporate smaller, local community initiatives emanating from community groups and clubs.

## 6.2 Quarterly Advocacy Priorities

### **Discussion**

Council has been active this quarter in progressing planning and advocating for priorities in the program.

The Mayor and Surf Coast Shire Chief Executive Officer (CEO) have continued to meet with local politicians and Ministers at a State and Federal level to advance support for Council's priorities. Officers continue to liaise with the advisors and office staff of politicians. Surf Coast Shire continues to be an active member of G21 and is represented on all G21 Pillars.

Key activities for the quarter included hosting a meeting the Minister for Regional Development and Agriculture, Jaala Pulford to provide a briefing on priority projects. Surf Coast Shire CEO joined a G21 delegation to Canberra in December to brief the Federal Government's key policy advisers on the region's infrastructure and development priorities.

Projects most relevant to Council that were discussed during six meetings in Canberra included a City Deal for Geelong and the Great Ocean Road, Avalon Airport growth and the NBN rollout.

The delegation followed on from the full G21 board delegation to Canberra in March this year, which met with the Prime Minister and Opposition Leader and a range of ministers and shadow ministers.

A new concept in delivering for the Great Ocean Road Visitor Economy emerged during the quarter. The Cape Otway Road Australia (CORA) concept was launched in November outlining a potential \$350 million elite sport and wellbeing centre near Lake Modewarre. The concept is predicted to set new global benchmarks with the quality of its facilities for nine of Australia's 10 most-popular sports, cutting edge sports science hub, five-star eco-lodge accommodation for athletes and tourists, retail village, organic farm and hotel.

CORA aims to capitalise on the region's natural attributes including spectacular scenery, clean environment and fresh air. CORA forecasts include creation of more than 1000 jobs during construction and 500 ongoing. Surf Coast Shire and the Victorian Government have been part of preliminary talks on the development.

Council is keen for the proposal to have every chance of success, but is still strongly mindful of Council's statutory role and the important processes to be undertaken.

The table below summaries other project specific activities undertaken for the quarter:

Alcoa Site Regeneration – Anglesea	Anglesea Futures Draft Land Use Plan was released in December and is undergoing community consultation until February 2018. This high level draft outlines transformational change for the Alcoa Site.
Point Grey Redevelopment Lorne	Council has been working closely with Great Ocean Road Coastal Committee (GORCC) on design function and scope and planning the advocacy strategy.
Growing Adventure Tourism – Surf Coast Trails	Council submitted a funding application for \$100,000 in December 2017 to the Federal Government's Building Better Regions Fund. The outcome of this application to undertake planning work is expected in mid-2018.
Hinterland Futures	Council engaged with community members and businesses to develop a Rural Hinterland Strategy to provide a clear vision and direction for the Surf Coast's rural areas.
Multipurpose Indoor Stadium - Torquay	Council submitted a funding application for \$5 million to the Federal Government's Building Better Regions Fund in December 2017. The outcome of this application is expected in mid 2018.
North Torquay Soccer Facilities	Council submitted a funding application for \$360,500 in December 2017 to the Federal Government's Building Better Regions Fund. The outcome of this application to complete the soccer complex is expected in mid-2018.
Stribling Reserve Redevelopment	Detailed design work for the change facilities progressed during the quarter and will extend into much of 2018.

## 6.2 Quarterly Advocacy Priorities

Improved Phone and Internet Coverage	The Mayor and officers met with the Head of Victorian and Tasmania NBN to discuss identifying another site locally for additional towers or working towards establishing a quality and affordable satellite service to deliver equitable service in communities that do not have access to the NBN particularly around Bellbrae. Council's CEO wrote to Telstra requesting temporary mobile phone towers in high bushfire risk areas and to use a tower in Forest Road for improved mobile phone and wireless internet service.
Shipwreck Coast Masterplan Implementation	The State Government confirmed \$5 million for the early works on the Shipwreck Coast Master Plan. Projects will include improving traffic flow and pedestrian safety, and planning for improved visitor arrival experiences around the Twelve Apostles tourism magnet.

New priorities for inclusion this quarterly update:

1. Torquay Town Centre - estimated \$12.5 million  
 Council adopted the Torquay Town Centre Urban Design Framework in December which outlines concepts for streetscape, lighting, sculpture elements, play elements, street and footpath improvements. While there is no detailed design and detailed costing for these elements, the total of these projects is estimated at \$12.5 million. Delivering these elements would transform the town centre and help grow the Great Ocean Road Visitor Economy and Build for our Future. For these reasons, the Torquay Town Centre project is considered an appropriate addition to Council's advocacy and State Election Priorities.
2. 'Walk the Painkalac' – estimated \$1.5 - \$2 million  
 This project is aligned with the Great Ocean Road Visitor Economy. This project proposes establishing a nature-based walking experience that is a unique offering on Great Ocean Road. Feasibility and business case investigation is required and, in anticipation of the findings of this work, should now be brought into Council's general and State Election advocacy narrative.
3. Thompson Valley Feasibility and Investment Prospectus (joining with Barwon Water) - estimated \$250,000  
 This project explores the feasibility of the use of recycled water in the Thompson Valley area. It will consider aspects such as soil quality, water quality, required infrastructure land availability and market sounding.

Another change from the last quarter is the removal of the Outcomes of the City of Greater Geelong's (CoGG) Long- Term Aquatic Infrastructure Planning as these will not be known until the end of 2019 when it is anticipated that CoGG will complete its Social Infrastructure Plan. Only then will it become clear what CoGG's intentions are regarding aquatic infrastructure in the suburbs adjoining the Surf Coast Shire.

### **Financial Implications**

A successful advocacy program can deliver significant income to Council projects. In the event these advocacy priorities are funded, Council will need to consider how its financial contribution to these projects will impact on its capacity to deliver other capital projects in future budgets.

Consideration will need to be given to equity and the spread of projects across the shire. Council's cash position and the possibility of debt funding larger projects will also need to be considered.

### **Council Plan**

Theme	5 High Performing Council
Objective	5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives
Strategy	5.1.4 Build on relationships with agencies and key stakeholders for the benefit of the community
Theme	3 Balancing Growth
Objective	3.2 Ensure infrastructure is in place to support existing communities and provide for growth
Strategy	3.2.6 Advocate for supporting infrastructure

### **Policy/Legal Implications**

The *Local Government Act 1989* articulates that a role of a Council includes; "advocating the interests of the local community to other communities and governments".

A review of State and Federal Government policy continues to inform Council's advocacy program. Council's advocacy activities seek to influence government policy to deliver outcomes which benefit the Surf Coast community.

## 6.2 Quarterly Advocacy Priorities

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

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

### ***Risk Assessment***

Failure to determine clear advocacy priorities for action may limit Council's ability to achieve support for its priorities. A clear and ongoing advocacy plan with regularly updated priorities mitigates against this risk.

### ***Social Considerations***

Effective advocacy planning is a key ingredient in Council achieving support for its priorities. This increases the likelihood of Council achieving social benefits for the community.

### ***Community Engagement***

Previous community engagement activities have informed the choice of priorities. They are informed by earlier engagement conducted for the Council Plan incorporating the Health and Wellbeing Plan, established master plans, developer contribution plans and other capital works planning exercises.

### ***Environmental Implications***

Council is committed to being an environmental leader and this is evident in the current advocacy priorities. Council has established the 25% by 2020 Taskforce which has led to the scoping of the Renewable Energy Precinct project

### ***Communication***

The Advocacy Priorities will be communicated via Council's communication channels and a media release will be issued with the aim of informing the wider community of Council's priorities.

Council will update the Advocacy Program including the State Election Priorities on a quarterly basis at ordinary Council meetings until November 2018.

### ***Options***

#### Option 1 – Affirm the proposed advocacy priorities.

This option is recommended by officers as the priorities are Council deliverables and support many objectives and policy positions of the State and Federal Governments. The strategic priorities - Great Ocean Road Visitor Economy. Environmental Leadership and Building for our Future - support delivery of objectives in the Council Plan 2017-21 and have proven to be a consistent and understandable narrative for discussions with Governments and Oppositions. Affirming these priorities regularly provides transparency and currency which helps when communicating with other levels of government and the community.

#### Option 2 – Alter the projects in the advocacy program

This option is not recommended by officers as each project is proposed on the basis of its contribution to delivering on the Council Plan 2017-21.

#### Option 3 – Do not adopt an advocacy program

This option is not recommended as Council is highly reliant on the actions of other levels of government to achieve its objectives which means advocacy is a critically important activity. The absence of a transparently agreed advocacy program with clearly articulated priorities will reduce Council's chances of attracting support, likely as a result of inconsistent messaging about Council's most important priorities.

### ***Conclusion***

Affirming advocacy priorities regularly and implementing actions to gain support gives Council the best chance of advocacy success. The State and Federal Elections will take place in 2018 and 2019 so it essential that Council is well prepared to advocate to governments and parties in opposition in the lead up to these events.

However, whilst elections are important, Council will continue to take a long-term approach to its advocacy effort. The focus will continue to be on maintaining government relations, developing business cases for projects and capitalising on key opportunities to achieve benefits for the community.

## **6.2 Quarterly Advocacy Priorities**

### **APPENDIX 1 JANUARY 2018 - DETAILED PROJECT INFORMATION ADVOCACY PRIORITIES**















**Appendix 1** –Project Information – Surf Coast Shire Advocacy Priorities. January 2018





**COUNCIL-LED PRIORITIES**



- State Election Priority  
DCP = Developer Contributions Plan




Project	Description	Project Cost	Council Contribution
<b>GREAT OCEAN ROAD VISITOR ECONOMY</b>			
 <b>Shipwreck Coast Master Plan</b> <i>(Partner led priority)</i>	Advocate on behalf of partner organisations to gain support for the implementation of the Shipwreck Coast Masterplan and improve visitor connections to Surf Coast Shire. Increasing visitation along the Great Ocean Road will benefit all of its communities and the region's economy.	\$174,000,000	Nil Partner Led
 <b>Continued investment in Great Ocean Road renewal</b>	Recent announcements from the State and Federal governments to invest in renewing the Great Ocean Road will support the 5 million visitors per year. Funding needs to continue in road renewal to ensure it meets visitor expectation for future years.	As required	Not required. Govt infrastructure
 <b>Great Ocean Road Gateway Experience</b>	Creating a 'must do' destination at the beginning of the Great Ocean Road to frame and influence the visitor journey along the Great Ocean Road. This would be achieved through combination of various elements, including: <ul style="list-style-type: none"> <li>• A Great Ocean Road Gateway experience</li> <li>• An enhanced Australian National Surfing Museum</li> <li>• A visitor transit hub and visitor centre</li> </ul>	TBC	\$50,000
 <b>Growing Adventure Tourism – Surf Coast Trails</b>	Complete the enhancement of the existing Surf Coast Walk to enable dual use by pedestrians and cyclists. Feasibility and design of Stage 2 of the Surf Coast Walk to extend the current trail from Fairhaven to Cumberland River, Lorne. Create elite or "epic" level mountain bike trails in the Lorne area and trails and trail head around Anglesea.	\$500,000	\$100,000
 <b>Alcoa Site Regeneration – Anglesea</b>	Consultation on the future use of the Alcoa site in Anglesea is continuing. Council is pursuing positive environmental and community outcomes for the site consistent with community aspirations put forward through the consultation.	TBC	TBC
 <b>Point Grey Redevelopment Lorne</b> <i>(Partner led priority)</i>	A Great Ocean Road Coastal Committee (GORCC) project to deliver new and improved community infrastructure and facilities including: Redeveloping two existing buildings, including: <ul style="list-style-type: none"> <li>• Stand-alone aquatic and angling clubroom</li> <li>• Improvement to public open spaces</li> <li>• New picnic and BBQ areas</li> </ul>	\$6,000,000	Nil Partner Led

Project	Description	Project Cost	Council Contribution
 <b>Walk the Paikalac</b>	This project is aligned with the Great Ocean Road Visitor Economy. This project proposes establishing a nature-based walking experience that is a unique offering on Great Ocean Road. Feasibility and business case investigation is required and there is potential for this project to become an advocacy project later in 2018.	\$1.5 - 2 million	TBC
<b>TOWARDS ENVIRONMENTAL LEADERSHIP</b>			
 <b>Torquay Renewable Energy Project</b>	Surf Coast Shire's 25% by 2020 Renewable Energy Taskforce has mapped out a plan to achieve the Victorian renewable energy targets locally. In a ground- breaking partnership with Deakin University, this project is being scoped to consider harnessing new technology such as 'virtual net metering' which allows the sharing of energy between facilities using the existing network at the Torquay Community and Civic Precinct.	TBC	\$114,000
 <b>Thompson Valley Feasibility and Investment Prospectus</b> (joining with Barwon Water)	This project explores the feasibility of the use of recycled water in the Thompson Valley area. It will consider aspects such as soil quality, water quality, required infrastructure land availability and market sounding.	\$250,000	TBC
<b>Strengthening Town Boundaries</b>	Current town boundaries are capable of accommodating forecast population growth and retain township character. Residential and other urban development will occur within defined settlement boundaries. Surf Coast shire seeks government policies which support Council's land use planning.	Nil	Policy Support
<b>Hinterland Futures</b>	Capitalising on new opportunities in Surf Coast Shire's beautiful and productive hinterland through local food, niche tourism and agricultural exports.	TBC	TBC
<b>BUILDING OUR FUTURE</b>			
 <b>Multipurpose Indoor Stadium- Torquay</b> (DCP project)	Deliver a multi-court facility providing space for indoor sports such as basketball, netball, futsal, badminton and volleyball. Facility would provide scope for additional health and fitness programs such as group fitness classes. This is a key element of the Civic and Community Precinct Masterplan.	\$13,500,000	\$2,875,000
 <b>North Torquay Soccer Facilities</b> (DCP Project)	The popularity of soccer in Torquay continues to grow and pressure on existing facilities is already evident. Torquay has recently become the home of Galaxy United – the regional female representative club. Surf Coast FC uses these facilities and is growing rapidly The project includes: establishment of 3rd soccer pitch, fencing, goals, shelters, lighting, scoreboards.	\$725,000	\$625,000
 <b>Torquay Walking and Cycling Connections</b> (DCP project)	Investing in walking and bike paths will help keep the Surf Coast community an active community and enhance our reputation as a home for major events such as the Cadel Evans Road Race.	\$5,100,000	\$2,550,000

Project	Description	Project Cost	Council Contribution
 <b>Winchelsea Netball Facilities upgrade</b>	A new multi-use clubroom facility delivering: <ul style="list-style-type: none"> <li>• new player change rooms and umpires change room</li> <li>• public all accessible toilet</li> <li>• first aid/trainers' room</li> <li>• decking for enhanced spectator viewing</li> </ul>	\$600,000	\$350,000 + \$50,000 Club contribution
 <b>Stribling Reserve Redevelopment</b>	Completing reserve redevelopment by upgrading male and female change facilities to enable more use for local sport and community events. The project will enhance the capability of the reserve to play a key role in emergency management.	\$1,220,000	TBC
 <b>Improved Phone and Internet Coverage</b>	Mobile towers are needed in Surf Coast Shire to improve mobile and internet coverage. There is a particular focus on equitable access to the nbn services where towers do not cover all households in a particular location. Due to the topography of the Surf Coast Shire, mobile and internet coverage is poor in many places. Even the larger towns experience poor reception.	Federal Government infrastructure	Not required. Govt infrastructure
 <b>Torquay Town Centre Project</b>	Improving central Torquay through streetscape works, way finding elements, play and dwell spaces, sculpture treatments and event areas. This project would deliver uniformed lighting a new toilet block and street and footpath improvements	\$12.5 million	Nil

N.B. - Projects in DCPs are contractual commitments and Council has a funding obligation to deliver these projects.

#### KEY POLICY CAMPAIGNS

Policy	Description
 <b>Retaining Funding for Councils for Rural Access programs.</b>	Funding of Rural Access programs in councils is not guaranteed beyond 30 June 2018. Funding will transition from the Victorian Department of Health and Human Services (DHHS) to the National Disability Insurance Scheme (NDIS). Council will advocate that this funding is retained in the NDIS so councils can continue to improve access and inclusion.
 <b>Public transport improvements and Surf Coast Shire inclusion in future planning.</b>	Victoria introduced a minimum service level for Melbourne bus services in 2006, but there is not a minimum level of service for many regional communities. Council will advocate that Public Transport Victoria should establish clear guidelines for regional and rural levels of service and flexible service trials that use smaller vehicles to better meet the needs of smaller communities. Council will advocate to be included by other levels of government in future public transport planning.
 <b>Coastal agency and Great Ocean Road governance coordination.</b>	Many agencies have coastal management responsibilities in Victoria. Council will advocate for better coordination between these agencies to deliver better outcomes for the community and environment. Council strongly encourages the State government to go further to address complexity, clarify roles and responsibilities, promote shared services and reduce or remove inefficiencies in coastal land management. Council will advocate for clearer governance and institutional arrangements for management of the Great Ocean Road.

	<b>Sustainable future for emergency services.</b>	Council will advocate that emergency services (SES, Marine Rescue, and Surf Life Saving) in Victoria are funded adequately by the State Government.
	<b>Kinder funding for 15 hours access to continue.</b>	Seeking support from the Victorian Government to deliver its commitment to make Victoria the Education State by advocating to the Federal Government for ongoing funding for 15 hours of kindergarten. Council will support the MAV advocacy campaign to strengthen local government's voice with the federal government.

**COMMUNITY AND PARTNER-LED PRIORITIES**

	<b>Project</b>	<b>Description</b>	<b>Partner</b>
	<b>Barwon Park Fire Protection</b>	Establishing water supply and fire protection systems to protect this heritage and economic asset.	The National Trust
	<b>Anglesea Motor Yacht Club Upgrade</b>	Extend & renovate existing clubrooms to better serve the needs of the increased club membership and other community groups, including the addition of a lift for disabled access.	Anglesea Motor Yacht Club

**7. URGENT BUSINESS**

Nil

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## 8. PROCEDURAL BUSINESS

### 8.1 Assemblies of Councillors

**Author's Title:** Administration Officer

**General Manager:** Anne Howard

**Department:** Governance

**File No:** F17/285

**Division:** Governance & Infrastructure

**Trim No:** IC17/1541

**Appendix:**

1. Assembly of Councillors - Council Briefings - 5 December 2017 (D17/145514)
2. Assembly of Councillors - Council Briefings - 12 December 2017 (D17/148483)

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

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### Purpose

The purpose of this report is to receive and note the Assembly of Councillors records received since the previous Council Meeting.

### Summary

The Local Government Act 1989 section 80A(2) states that the Chief Executive Officer must ensure that the written record of an assembly of Councillors is as soon as practicable reported at an Ordinary Meeting of Council and incorporated in the minutes of that Council Meeting.

### Recommendation

That Council receive and note the Assembly of Councillors records for the following meetings:

1. Council Briefing – 5 December 2017.
2. Council Briefing – 12 December 2017.

**8.1 Assemblies of Councillors**

**APPENDIX 1 ASSEMBLY OF COUNCILLORS - COUNCIL BRIEFINGS - 5 DECEMBER 2017**

## 8.1 Assemblies of Councillors



### Assembly of Councillors Record

<b>Description of Meeting:</b> Council Briefing Meeting
<b>Responsible Officer:</b> Anne Howard – General Manager, Governance and Infrastructure
<b>Date:</b> 5 December 2017
<b>In Attendance:</b> Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. David Bell, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Externals Anne O'Brien – Grow Director, Give where You Live Foundation	✓
Cr. Libby Coker	✓	General Manager Governance & Infrastructure - Anne Howard	✓	Katherine Rawlins, PTV	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓	Dave Fary, PTV	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Rose Hodge	✓	Administration Officer Governance – Claire Rose (minutes)	✓		
Cr. Carol McGregor (arrived at 1pm)	✓	Procurement & Contracts Officer - Julie Finnigan	✓		
Cr. Brian McKitterick	X	Manager Governance and Risk - Wendy Hope	✓		
Cr. Margot Smith	✓	Coordinator Environment – Kate Smallwood	✓		
Cr. Heather Wellington	X	Acting Engineering Services Manager - Tony Potter	✓		
		Coordinator Design & Traffic - Mark Gibbons	✓		
		Project Design Engineer - Sean Keown	✓		
		Senior Strategic Planner - Jorgen Peeters	✓		
		Co-ordinator Strategic Planning - Karen Hose	✓		
		Senior Planner - Ben Schmied	✓		
		Principal Planner – Michelle Warren	✓		

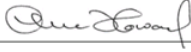
<b>MEETING COMMENCED</b>	10.17am	<b>MEETING CONCLUDED</b>	2.50pm
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Matters considered at the meeting	
External Presentation 1 - G21 Region Opportunities for Work (GROW) Project	
External Presentation 2 - Transport for Victoria – Armstrong Creek Transit Corridor	
1. Confirmation of Council Briefing Minutes – 21 & 28 November 2017	
2. Conflicts of Interest	
3. Budget Principle Discussion – Statutory and Discretionary Activities	
4. Draft Corangamite Regional Floodplain Management Strategy	
5. Planning Scheme Amendment C123 and Planning Permit Application 17/0207 - 3-5 Loch Ard Drive, Torquay	
7. Reviewing Planning Scheme Amendment C122 (VicSmart and Minor Exemptions) and State Government Smart Planning Reforms	
8. Government Smart Planning Reforms	
9. DELWP Submission - Proposed Animal Industries Reforms	
10. Other Business	
Councillor/Officer Declarations of Interest	
Councillor/Officer	Left Meeting (Yes/No) Type & Details of Interest(s) Disclosed



**8.1 Assemblies of Councillors**



Cr David Bell	Yes	Cr David Bell declared a Conflicting Personal Interest under section 79B during Item 10 - Other Business, as Cr Bell owns and operates a market in the municipality. Cr Bell left the meeting at 2.20pm and returned at 2.39pm.
<b>Responsible Officer Signature:</b>		 <b>Print Name:</b> Anne Howard
<b>Date:</b> 8 December 2017		
To be completed on conclusion of session and provided to Governance Administration Officer.		

**General Information:**

An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

- (a) the subject of a decision of the Council; or
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee— but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;
- The CEO must also ensure that the written record of an assembly of Councillors is kept for 4 years after the date of the assembly, and made available for public inspection at the Council offices for 12 months after the date of the assembly [s80A(2)].
- The CEO must ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending the meeting, the matters considered at the meeting, and any conflict of interest disclosures made by a Councillor attending [s.80A(1)].
- A Councillor must disclose the conflict of interest either immediately before the matter is considered, or where the Councillor realises he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware he or she has a conflict of interest [s.80A(4)].
- A Councillor attending an assembly of Councillors must disclose a conflict of interest and leave the assembly while a matter is being considered, if he or she knows that the particular matter is one that if it was to be considered and decided by Council, he or she would have to disclose a conflict of interest\* under the Act [s.80A(3)].

**8.1 Assemblies of Councillors**

**APPENDIX 2 ASSEMBLY OF COUNCILLORS - COUNCIL BRIEFINGS - 12 DECEMBER 2017**

## 8.1 Assemblies of Councillors



### Assembly of Councillors Record

<b>Description of Meeting:</b> Council Briefing Meeting
<b>Responsible Officer:</b> Anne Howard – General Manager, Governance and Infrastructure
<b>Date:</b> 12 December 2017
<b>In Attendance:</b> Yes (✓) No (X) N/R (Not Required)


Councillors		Officers		Others	
Cr. David Bell, Mayor	✓	Chief Executive Officer - Keith Baillie	✓		
Cr. Libby Coker	✓	General Manager Governance & Infrastructure - Anne Howard	✓		
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓		
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Rose Hodge	✓	Team Leader Governance - Candice Holloway (minutes)	✓		
Cr. Carol McGregor	✓	Coordinator Recreation Planning - Jarrod Westwood	✓		
Cr. Brian McKitterick	X	Open Space Planning Coordinator - Leanne Lucas	✓		
Cr. Margot Smith	✓	Property & Legal Services Officer - Trina Hughes	✓		
Cr. Heather Wellington (Arrived at: 3:51pm)	✓	Manager Environment & Community Safety - Rowan Mackenzie	✓		
		Coordinator Environmental Health - Adam Lee	✓		
		Robert Armstrong – Officer for the Protection of the Local Environment	✓		
		Manager Development & Planning - Bill Cathcart	✓		
		Manager Community Relations - Damian Waight	✓		
		Publications & Publicity Officer - Christine Delaney	✓		
		Manager Recreation & Open Space Planning – Shaan Briggs	✓		
		Recreation Officer - Jessica Bennett	✓		
		Manager Program Management Office - Rowena Frost	✓		

<b>MEETING COMMENCED</b>	3.30pm	<b>MEETING CONCLUDED</b>	5.35pm
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<b>Matters considered at the meeting</b>	
1.	Confirmation of Council Briefing Minutes – 5 December 2017
2.	Conflicts of Interest
3.	Officer for the Protection of the Local Environment (OPLE) Pilot Program – Overview/Update - Presentation
4.	Painkalac Creek - Environmental Management Plan Audit - Presentation
5.	Visual Identity Refresh - Presentation
6.	Community Buildings Study 2015 Year 2 Progress Update
7.	Use of Council Facilities Policy SCS-033 & Property Agreements Policy SCS-034
8.	Agenda Review - 12 December 2017 Council Meeting Agenda
9.	Torquay Jan Juc Social Infrastructure Study - Project Charter - Presentation
10.	Other Matters
11.	Service Review – Light Fleet Outcomes – Including Business Improvement Thermometer
12.	Monthly Program Status Update – November 2017

**8.1 Assemblies of Councillors**



Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Cr David Bell	Yes.	Cr Bell declared a direct conflict of interest in briefing item no. 4 Use of Council Facilities Policy SCS-033 & Property Agreements Policy SCS-034 under section 77A of the <i>Local Government Act 1989</i> . Cr Bell owns and operates a market in the municipality under an existing Licence. Cr Bell left the meeting at 4:36pm and returned at 4:59pm.
<b>Responsible Officer Signature:</b> 		<b>Print Name:</b> Anne Howard
<b>Date:</b> 15 December 2017		
To be completed on conclusion of session and provided to Governance Administration Officer.		

**General Information:**

An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

- (a) the subject of a decision of the Council; or
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee— but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;
- The CEO must also ensure that the written record of an assembly of Councillors is kept for 4 years after the date of the assembly, and made available for public inspection at the Council offices for 12 months after the date of the assembly [s80A(2)].
- The CEO must ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending the meeting, the matters considered at the meeting, and any conflict of interest disclosures made by a Councillor attending [s.80A(1)].
- A Councillor must disclose the conflict of interest either immediately before the matter is considered, or where the Councillor realises he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware he or she has a conflict of interest [s.80A(4)].
- A Councillor attending an assembly of Councillors must disclose a conflict of interest and leave the assembly while a matter is being considered, if he or she knows that the particular matter is one that if it was to be considered and decided by Council, he or she would have to disclose a conflict of interest\* under the Act [s.80A(3)].

## 8.2 Section 86 Committee Minutes

**Author's Title:** Recreation Development officer      **General Manager:** Chris Pike  
**Department:** Recreation & Open Space Planning      **File No:** F11/142  
**Division:** Culture & Community      **Trim No:** IC18/13

### Appendix:

1. Anderson Roadknight Reserve S86 Committee of Management - Meeting Minutes - 11 September 2017 (D18/1823)
2. Anderson Roadknight Reserve S86 Committee of Management - Meeting Minutes - AGM 11 September 2017 (D18/1824)
3. Anderson Roadknight Reserve S86 Committee of Management - Meeting Minutes - 4 December 2017 (D18/1822)
4. Anglesea Bike Park S86 Committee of Management - Meeting Minutes - AGM 23 August 2017 (D18/4794)
5. Anglesea Bike Park S86 Committee of Management - Meeting Minutes - 23 August 2017 (D18/4793)
6. Connewarre Reserve S86 Committee of Management - Meeting Minutes - AGM and General 12 September 2017 (D18/1828)
7. Connewarre Reserve S86 Committee of Management - Meeting Minutes - 12 December 2017 (D18/1827)
8. Deans Marsh Memorial Park S86 Committee of Management - Meeting Minutes - 24 August 2017 (D18/2415)
9. Deans Marsh Memorial Park S86 Committee of Management - Meeting Minutes - 22 November 2017 (D18/2417)
10. Eastern Reserve S86 Committee of Management - Meeting Minutes - 21 August 2017 (D18/1834)
11. Globe Theatre S86 Committee of Management - Meeting Minutes - 22 August 2017 (D18/1835)
12. Globe Theatre S86 Committee of Management - Meeting Minutes - AGM 22 August 2017 (D18/1836)
13. Globe Theatre S86 Committee of Management - Meeting Minutes - 7 November 2017 (D18/4625)
14. Globe Theatre S86 Committee of Management - Meeting Minutes - 6 December 2017 (D18/4859)
15. Hearing of Submissions Committee Meeting - 5 December 2017 (D17/145108)
16. Modewarre Hall and Reserve S86 Committee of Management - Meeting Minutes - 16 August 2017 (D18/2351)
17. Modewarre Hall and Reserve S86 Committee of Management - Meeting Minutes - AGM 16 August 2017 (D18/2352)
18. Modewarre Hall and Reserve S86 Committee of Management - Meeting Minutes - 15 November 2017 (D18/1840)
19. Stribling Reserve S86 Committee of Management - Meeting Minutes - 19 June 2017 (D18/2789)
20. Stribling Reserve S86 Committee of Management - Meeting Minutes - 2 October 2017 (D18/2790)
21. Stribling Reserve S86 Committee of Management - Meeting Minutes - 20 November 2017 (D18/1841)
22. Stribling Reserve S86 Committee of Management - Meeting Minutes - 18 December 2017 (D18/1842)

**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

## 8.2 Section 86 Committee Minutes

### Purpose

The purpose of this report is to receive and note the minutes of Council's Section 86 committees of management meetings.

### Summary

Council has eight Section 86 committees of management for community facilities and reserves.

The Surf Coast Shire instrument of delegation requires Section 86 committees of management to meet at least four times per year and minutes of committee meetings are provided to Council on a quarterly basis. Council officers attend meetings regularly and respond to requests of Council arising from meetings.

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 minutes of the following meeting. Any significant corrections from Committee's will be highlighted to Council for noting in subsequent reports.

### Recommendation


That Council receive and note the following minutes of the Section 86 Committee meetings:

1. Anderson Roadknight Reserve S86 Committee of Management - Meeting Minutes - AGM 11 September 2017
2. Anderson Roadknight Reserve S86 Committee of Management - Meeting Minutes - 11 September 2017
3. Anderson Roadknight Reserve S86 Committee of Management - Meeting Minutes - 4 December 2017
4. Anglesea Bike Park S86 Committee of Management - Meeting Minutes - AGM 23 August 2017
5. Anglesea Bike Park S86 Committee of Management - Meeting Minutes - 23 August 2017
6. Connewarre Reserve S86 Committee of Management - Meeting Minutes - AGM and General 12 September 2017
7. Connewarre Reserve S86 Committee of Management - Meeting Minutes - 12 December 2017
8. Deans Marsh Memorial Park S86 Committee of Management - Meeting Minutes - 24 August 2017
9. Deans Marsh Memorial Park S86 Committee of Management - Meeting Minutes - 22 November 2017
10. Eastern Reserve S86 Committee of Management - Meeting Minutes - 21 August 2017
11. Globe Theatre S86 Committee of Management - Meeting Minutes - 22 August 2017
12. Globe Theatre S86 Committee of Management - Meeting Minutes - AGM 22 August 2017
13. Globe Theatre S86 Committee of Management - Meeting Minutes - 7 November 2017
14. Globe Theatre S86 Committee of Management - Meeting Minutes - 6 December 2017
15. Hearing of Submissions Committee Meeting - 5 December 2017
16. Modewarre Hall and Reserve S86 Committee of Management - Meeting Minutes - 16 August 2017
17. Modewarre Hall and Reserve S86 Committee of Management - Meeting Minutes - AGM 16 August 2017
18. Modewarre Hall and Reserve S86 Committee of Management - Meeting Minutes - 15 November 2017
19. Stribling Reserve S86 Committee of Management - Meeting Minutes - 19 June 2017
20. Stribling Reserve S86 Committee of Management - Meeting Minutes - 2 October 2017
21. Stribling Reserve S86 Committee of Management - Meeting Minutes - 20 November 2017
22. Stribling Reserve S86 Committee of Management - Meeting Minutes - 18 December 2017

**8.2 Section 86 Committee Minutes**

**APPENDIX 1 ANDERSON ROADKNIGHT RESERVE S86 COMMITTEE OF MANAGEMENT - MEETING  
MINUTES - 11 SEPTEMBER 2017**

8.2 Section 86 Committee Minutes

	<p><b>COMMITTEE: Anderson Roadknight Reserve Committee of Management</b>  <b>PRESENT</b> M Duncan S Blake D McPherson J McInerny J Arnott K Bremner                  SCS Recreation Officer: Jess Bennett  <b>APOLOGIES:</b> G Timmers J Abel Greg Walsh  <b>VISITORS:</b> Barry Whelan Libby Stapleton</p>	<p><b>DATE: 11 September 2017</b>  <b>TIME: 6.58pm</b>  <b>VENUE: Aireys Inlet Community Hall</b></p>
<p><b>Adoption of previous minutes</b></p>	<p>Minutes from 10 July 2017                  Moved by Keith Bremner Seconded: Marg Duncan</p>	
<p><b>Conflict of Interest Declaration</b></p>	<p>None declared</p>	
<p><b>Business Arising from previous minutes</b></p>	<p>Repair Café continuing to operate, and pursue funding, following CoM decision to refuse request for subsidised hall hire.</p>	
<p><b>Correspondence In/Out</b></p>	<p>Response to Repair Café request.                  Colette Naufal contacted CoM to inform she has left SCS, so will no longer be S86 rep.</p>	
<p><b>Chairperson's Report</b></p>	<p>Jacqui proposed a gift of appreciation for Di Trewenack and her long-standing service to the committee. All agreed.                  Jacqui to buy a bottle of wine and flowers. <span style="float: right;"><b>JA</b></span></p>	
<p><b>Treasurers Report</b></p>	<p>Profit-Loss statement and current account balance tabled.                  Moved for acceptance by Shane Blake Seconded by Marg Duncan                  Need at least 2 new Signatories to the accounts. Gail Timmers and John McInerny to be signed on. Jacqui will follow up, and arrange handover of Treasurer role to John. <span style="float: right;"><b>JA</b></span>                  Jacqui suggested that rather than allow significant amounts of cash and cheques to accumulate over several weeks, it would be better to have it regularly banked. Marg said that she can deposit monies, without having to be a signatory, and can do so as required.</p>	
<p><b>Booking Officer Report</b></p>	<p>Discussed long-standing unofficial hall hire arrangement with the Aireys Primary School. A discounted rate was negotiated some years ago, by Kingsley Love. This was intended for annual review, which has never formally occurred. Marg would like to meet with new Principal, Jen Abel, to discuss this matter. <span style="float: right;"><b>MD JA</b></span>                  Jacqui and Marg will arrange meeting in Term 4.</p> <p>Regarding purchase of a new vacuum cleaner. Jacqui suggested a small commercial vacuum cleaner, with greater capacity and durability, might be preferable to initial plan to buy bagless machine (which requires more frequent emptying)                  General agreement that a bagless machine is preferred option. Jacqui to follow this up. <span style="float: right;"><b>JA</b></span></p>	
<p><b>User Groups Report</b></p>	<p><b>Aireys Inlet P.S.</b>                  Jen Abel provided feedback that on 2 occasions the school has been charged hall hire, for after school care program,</p>	



**8.2 Section 86 Committee Minutes**

	<p>when ASC had been relocated to school due to a clash with other bookings. Also, that short notice was given when ASC needed to relocate, i.e. night before. Otherwise no other concerns. She is currently on long service leave.                  To be followed up in meeting, with Principal, next term. <span style="float: right;"><b>MD JA</b></span></p> <p><b>AIDTC</b>                  New locking system has been installed.                  Drainage problem in spoon drain outside courts to be addressed in landscaping component of Masterplan.                  New oven to be installed by Shire. Pie warmer was found to be unsafe, and has been decommissioned</p> <p><b>Red Cross</b>                  Nothing to report.</p> <p><b>Aireys Inlet Market</b>                  First market under new ownership on Sunday 8 Oct 2017.                  Susan Romyn and John Wilcox still have hall keys which need to be handed back to Booking Officer, and then be signed out to Libby Stapleton. <span style="float: right;"><b>MD</b></span></p> <p><b>Playgroup</b>                  Shane will be handing over coordinator role to someone else. Hoping numbers will be boosted by some local advertising.</p> <p><b>Soft Tennis</b>                  No report.</p> <p><b>Uniting Church</b>                  Music Workshop have refunded \$80 for return of accessory to mixer</p> <p><b>Exercise class</b>                  No report.</p> <p><b>Reports moved for acceptance by:</b> Dorothy McPherson <span style="float: right;"><b>Seconded:</b> Marg Duncan</span></p>
<b>Shire Report</b>	<p><b>Hall usage</b>                  Jess Bennett opened a discussion about current hall usage. How are we going? What is working well? Is there room for greater/better use of hall facilities? Are there lessons to be learned from other SCS facilities?                  Would like to develop a vision for the hall. Any ideas, and/or positive feedback can be communicated to Jess via e-mail or</p>

**8.2 Section 86 Committee Minutes**

	<p>phone, up until end of year.                  This is a separate project to the Master plan.</p> <p><b>IOD Review</b> Draft of updated Instrument of Delegation to be finalised by October. All 8 CoM positions in the S86 Committee of Management will stand down end of October and be re-appointed. More information to follow.                  New Child safe legislation is in place which is a requirement of State Govt, not of Council.                  Jess will send out link to the website for those who need to complete WWC. This is free for volunteers. <b>JB</b></p> <p><b>Asset Prioritisation</b> New system for maintenance and communication started in August.                  Meredith? will be first port of call for all maintenance matters. More detail to come. <b>JB</b></p>
<b>General Business</b>	<p><b>Maintenance:</b>  <u>Signs:</u> addressing 'NO skateboards/bikes', 'adult supervision in playground', and 'NO Public Toilets'                  Still being budgeted at Council  <u>Timer</u> on lights and heating. Has been referred to John Chatterton, for next financial year.</p> <p><u>Electrical</u>-SCS to check circuit breakers on switches-need update on this.                  Need a power point for Smart TV, and a fixture for securing cords/cables behind TV.</p> <p>Sails from back deck need to be reinstalled (went out for repair) <b>Jess B</b></p> <p><b>Cleaning</b> No current concerns.  <b>Change of meeting time:</b> Revised to 6.30 pm to allow Camp Australia program to finish up. Continue with new start time.</p>
<b>Notice of Motions to SCS</b>	<p>Report from AGM, and                  Ordinary member nominations</p>
<b>Next Meeting</b> <b>(2<sup>nd</sup> Monday of odd months)</b>	<p>Meeting closed: 1951 hours                  Monday 13 November <b>6.30 pm</b> Meeting Room Last planned meeting for the year.  <b>2018 dates:</b> Current plan to omit January meeting. Convene first week of March, to avoid long weekend.                  5 March, 14 May, 9 July (school holidays), 10 September, 12 November</p>

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**APPENDIX 2 ANDERSON ROADKNIGHT RESERVE S86 COMMITTEE OF MANAGEMENT - MEETING  
MINUTES - AGM 11 SEPTEMBER 2017**

## 8.2 Section 86 Committee Minutes



### **Anderson Roadknight Reserve Committee of Management Annual General Meeting**

Monday 11 September 2017, 6.30 p.m.  
at the Aireys Inlet Community Hall

#### **MINUTES**

1. **Present:** Chairperson: Jess Bennet (SCS)  
Booking Officer: Margaret Duncan  
Secretary & Treasurer: Jacqui Arnott  
Committee members: Shane Blake, Dorothy McPherson,  
John McInerny, Keith Bremner.

Visitors: Barry Whelan Libby Stapleton

**Apologies:** Greg Walsh Gail Timmers Jen Abel

2. **Acceptance of Minutes** from last AGM (14 September 2015) Moved by Marg Duncan, seconded by Shane Blake
3. **Reports** from Office Bearers and User Group Representatives
  - Chairperson. Di Trewenack recently stood down as Chairperson, and resigned from committee.
  - Secretary / Treasurer  
Financial Report tabled. Annual Audit of accounts still in progress.
  - Booking Officer  
Report tabled and presented by Marg Duncan
  - User Groups:
    - Playgroup**-Currently 3 families attending.
    - Red Cross**- Nothing to report
    - Senior Exercise**-Nothing to report

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**Church**-Keith thanked the CoM for use of hall facilities, and recent purchase of new audio equipment.

**Market**- Libby Stapleton present as new owner. First market to be held Sunday 8<sup>th</sup> October.

**AIDTC**-New locks installed on courts. Pie warmer has been decommissioned, and new electric oven purchased-to be installed by SCS.

4. **Appointment of interim Office Bearers** (until end Oct)
- Chairperson. Gail Timmers (absent) nominated by M Duncan & J Arnott (TBC)
  - Secretary. Jacqui Arnott nominated by M Duncan and D McPherson.
  - Treasurer John McInerny nominated by S Blake & J Arnott
  - Booking Officer Marg Duncan nominated by J McInerny & J Arnott

Nomination of Ordinary members

Barry Whelan nominated by J McInerny John & M Duncan


Libby Stapleton nominated by S Blake & J Arnott

5. Date of Next AGM  
Monday 6.30pm 10 September 2018
6. Acting Chairperson Jess Bennet to chair the ordinary committee meeting, commencing at 6.58pm.

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**APPENDIX 3 ANDERSON ROADKNIGHT RESERVE S86 COMMITTEE OF MANAGEMENT -  
MEETING MINUTES - 4 DECEMBER 2017**

**8.2 Section 86 Committee Minutes**

	<p><b>DRAFT MINUTES</b> <b>COMMITTEE: Anderson Roadknight Reserve Committee of Management</b> <b>PRESENT</b> Marg Duncan, Gail Timmers, Keith Bremner, Barry Whelan, Libby Stapleton <b>APOLOGIES:</b> John McInerny, Dorothy McPherson, Phil Rounsevell</p>	<p><b>DATE: 4 December 2017</b> <b>TIME: 6:30 pm</b> <b>VENUE: Aireys Inlet Community Hall</b></p>
<p><b>Special Meeting</b></p>	<p>The purpose of the Special Meeting is to ratify all Nominations for appointment to the Anderson Roadknight Reserve CoM, and confirm appointment of Office Bearers.</p>	
<p><b>Ratify Nominations</b></p>	<p>Nominees for membership of the committee area as follows:</p> <ul style="list-style-type: none"><li>• Gail Timmers</li><li>• John McInerny</li><li>• Margaret Duncan</li><li>• Keith Bremner</li><li>• Dorothy McPherson</li><li>• Libby Stapleton</li><li>• Barry Whelan</li></ul> <p>Proposed that Karen Jacques be added to the list of nominees, subject to approval by Surf Coast Shire Council. And that the list of nominees, as amended, be ratified as members of the Committee.</p> <p>Moved: Marg Duncan Seconded: Keith Bremner Carried</p>	

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<b>Appointment of Office Bearers</b>	<p>Proposed that the appointment of Office Bearers as proposed at the AGM be ratified.</p> <p>Proposed Office Bearers (as voted at AGM)</p> <ul style="list-style-type: none"><li>• <b>Chairperson</b> Gail Timmers</li><li>• <b>Secretary</b> Barry Whelan</li><li>• <b>Treasurer</b> John McInerny</li><li>• <b>Booking Officer</b> Marg Duncan</li></ul> <p>Moved: Marg Duncan Seconded: Libby Stapleton Carried</p>
<b>General Business</b>	<p><b>Surf Coast Shire Annual Maintenance Inspection</b> Marg advised that the Surf Coast Shire normally undertake a physical inspection of the reserve during December to identify any maintenance requirements. Date to be advised. Marg normally attends. Other committee members may wish to attend subject to availability.</p> <p>Noted</p> <p><b>Master Plan</b> The Master Plan shows a "Rain Garden" in the vicinity of the removable bollards that may impact on the market.</p> <p>Master Plan to be listed as an agenda item for the next meeting.</p> <p><b>Bendigo Bank Grants</b> The committee has not made any recent applications for a Bendigo Bank Grant. There has been discussion in the past re a defibrillator but it was agreed that the Hall was not the best location. A stove may be an option but Bendigo Bank normally like the grant applied to something highly visible. Gail will make further enquiries prior to next meeting.</p> <p>Bendigo Bank grant application to be listed as an agenda item for the next meeting</p>
<b>Next Meeting</b>	Monday 5 March 2018 6.30 pm



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	Meeting closed: 6:56 pm
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**8.2 Section 86 Committee Minutes**

**APPENDIX 4 ANGLESEA BIKE PARK S86 COMMITTEE OF MANAGEMENT - MEETING MINUTES - AGM 23  
AUGUST 2017**

## 8.2 Section 86 Committee Minutes



### **Anglesea Bike Park Committee of Management Annual General Meeting**

Wednesday 23 August 2017, 7.00 p.m. at the Anglesea Visitor Information  
Centre

#### **MINUTES**

1. Present: Colette Naufal, Tony Smales, Kate Maffett, Ari Lingam, Bob Langham
2. Apologies: Rod de Vries, Michael van der Klooster, Mike Bodsworth
3. Acceptance of Minutes from last AGM (16 September 2016) Accepted: Kate Maffett , seconded Ari Lingam
4. Reports from Office Bearers and User Group Representatives
  - Chairperson – no report due to absence
  - Secretary / Treasurer
  - Booking Officer – n/a
  - User Groups – n/a
5. Appointment of Office Bearers
  - Chairperson: Mike Bodsworth – nominated by Ari Lingam and seconded by Bob Langham
  - Secretary: Kate Maffett – nominated by Tony Smales and seconded by Bob Langham
  - Treasurer: Ari Lingam nominated by Bob Langham and seconded by Tony Smales
  - Booking Officer – n/a
  - Vice Chairperson: Tony Smales, nominated by Ari Lingam and seconded by Bob Langham

## 8.2 Section 86 Committee Minutes



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6. Date of Next AGM - 12 months' time


AGM Closed at 7.25 and moved on to general business

7. Hand over Chairperson to chair the general committee meeting

**8.2 Section 86 Committee Minutes**

**APPENDIX 5 ANGLESEA BIKE PARK S86 COMMITTEE OF MANAGEMENT - MEETING MINUTES  
- 23 AUGUST 2017**

**8.2 Section 86 Committee Minutes**

	<p><b>COMMITTEE:</b> Anglesea Bike Park  <b>PRESENT:</b> Colette Naufel, Kate Maffett, Tony Smales, Bob Langham, Ari Lingam,  <b>APOLOGIES:</b> Michael van der Klooster, Rod de Vries, Mike Bodsworth  <b>VISITORS:</b> none</p>	<p><b>DATE:</b> 23<sup>rd</sup> Aug 2017  <b>TIME:</b> 7:00pm  <b>VENUE:</b> Anglesea Visitor Info Centre</p>
<p><b>Adoption of previous minutes</b></p>	<p>Ari L accepted the last minutes, Bob L seconded</p>	
<p><b>Conflict of Interest Declaration</b></p>	<p>None declared</p>	
<p><b>Business Arising from previous minutes</b></p>	<p>See general business below</p>	
<p><b>Correspondence In</b></p>	<p>None</p>	
<p><b>Correspondence Out</b></p>	<p>None</p>	
<p><b>Treasurers Report</b></p>	<p>\$100</p>	
<p><b>Booking Officer Report</b></p>	<p>N/A</p>	
<p><b>User Groups Report</b></p>	<p>N/A</p>	
<p><b>Shire Report</b></p>	<p>Colette informed us that the all S84 committees Committee are to be disbanded from September to October 2017 and then reviewed and relected in November. Advertisements for S84 committee members will be placed in local newspapers and on Facebook . We confirmed that we can have up to 9 committee members elected to the Anglesea Bike Park committee. Existing committee members will need to complete a one page application document to be relected, we agreed that we should also promote the activities of the Bike Park committee and encourage new members to join.</p> <p>Colette informed us that there are no changes to the bike park land lease as yet and there is no indication of any decision being made about the future of the land in the next 12 months.</p> <p>Despite the long term uncertainty of the Bike Park lease, funding from council should still be available in future financial years (FY18 funding allocated to other bike parks). Colette confirmed that funding for emergency / maintenance works at the park is still ongoing.</p> <p>Colette advised that she is leaving her role and a replacement council representative will be advised via Jarrod Westwood. The Bike Park Committee thanked her for her help and support and wished her all the best for her new role.</p>	
<p><b>General Business</b></p>	<p><b>1. Update / feedback on Alcoa plans for freehold lease land if any?</b>                  Tony reported that discussions with Alcoa regarding the bike park land are yet to really get started. He reported that Alcoa have indicated that they don't need to consult with the community about what they do with the land as it is theirs – the committee is working with the council to coordinate future discussions regarding this issue and set up a meeting.                  Tony encouraged us to complete new survey on the Anglesea Futures Community Engagement forum – link to go up on FB and Trail Group page. We discussed the necessity to specify that we are interested in mountain bike tracks NOT 4WD or motorbike usage. We discussed that we need insert a comment in our responses regarding the importance of retaining the bike park to the local community.</p> <p><b>2. Update and feedback on recent works at park and any further works in the pipeline</b></p>	

**8.2 Section 86 Committee Minutes**

	<p style="text-align: center;"><b>pending maintenance budget?</b></p> <p>Tony updated the group on the recent works – maintenance and pumptrack works. 6 kids have been inducted to use the hand tools in the tool box in the shelter. We do need some smaller sized safety gear (high vis vests etc). Tuesday nights casual sessions are going well. We will try and get a BBQ along there to some times.</p> <p><b>3. Reports and feedback from Community Engagement – Mike and Sid’s presentation</b>                  The presentation as well received and has had a lot of FB interest on our page.</p> <p><b>4. Planning for December Open Day – Sunday 3<sup>rd</sup> December</b>                  The committee confirmed basic arrangements for the December open day that also coincides with the Vic Trials riding competition.                  Kate requested some assistance with Graphic Design work to create promotional artwork for the event – Colette indicated that Chrissie Delany at Surfcoast Shire should be able to assist. Kate to follow up contact details.                  Kate to pull together an action list for the open day and circulate to the committee.</p> <p><b>5. Next planned Working Bee – 27<sup>th</sup> August</b>                  Agreed to postpone to mid September. Committee members are not available for this weekend (or the next 3).</p> <p>Other Work: Drainage to be fixed by Jason (Surfcoast Shire)</p> <p>We proposed that we should get some of the youth riders / bike park users along to a committee meeting (bring snacks to entice them) to get their ideas about what they’d like to see at the park.</p>
<b>Notice of Motions to Council</b>	None
<b>Next Meeting</b>	

**8.2 Section 86 Committee Minutes**

**APPENDIX 6 CONNEWARRE RESERVE S86 COMMITTEE OF MANAGEMENT - MEETING  
MINUTES - AGM AND GENERAL 12 SEPTEMBER 2017**



## 8.2 Section 86 Committee Minutes

**SURFCOAST COMMITTEE:** Connewarre Reserve & DATE: 12/09/20167  
**SHIRE** COM AGM 12/09/20167 TIME: 7.00pm  
VENUE: Connewarre Hall

### AGM MEETING

Meeting commenced 7.05pm and chaired by Jess Bennett, Surfcoast Shire

In C Carroll's absence, E Fontaine advised he had agreed to take minutes for both meetings

**PRESENT:** A Reeve, Jess Bennett, F Burchell, M Bjork-Billings, J Dans,  
S Findlay, E Prichett, E Fontaine

**APOLOGIES:** G Elliott, C Carroll, S Dubbledam, J Westwood

**VISITORS:** J Lister, D Lister

#### **Adoption of**

**previous minutes:** noted that 2016 minutes listed F Burchell twice on present list  
That minutes of that meeting as amended be adopted.  
Moved: M Bjork-Billings, seconded E Prichett  
Carried.

#### **Conflict of Interest**

**Declaration:** None

#### **Business Arising from**

**Previous minutes:** Nil

### REPORTS

Chairpersons report – attached

Financial report – attached, moved E Fontaine (in Colleen's absence), seconded F Burchell

CFA report – not submitted

Booking Officer - attached

## 8.2 Section 86 Committee Minutes

Landcare – attached

Riding Club – attached

### **Appointment of Office Bearers**

**CHAIRPERSON** - Allan Reeves was nominated, accepted and re-elected unopposed

At this stage of proceedings Jess Bennett handed the chairing of the meeting over to Allan

**SECRETARY/TREASURER** – Colleen Carroll was nominated, accepted in her absence via email and re-elected unopposed

**BOOKING OFFICER** – Emma Prichett was nominated, accepted and re-elected unopposed

AGM was declared closed at 7.30pm

**Date of next AGM** – 7.00pm Tuesday 11<sup>th</sup> September at the Connewarre Hall

### **Committee of Management**

Allan welcomed everyone and declared the meeting open at 7.30pm

Present, apologies and presentation of reports as per AGM

**Council Report** – Jess spoke of the current situation regarding Jarrod’s email which was sent to all members, Michael advised he had not received the email, Ernie advised he would forward ASAP.

Summary of email

- Instrument of Delegation – that Connewarre will continue to operate as a section 86 committee for another four years, with membership of the committee increased to 10 positions.
- Membership renomination period – September 2017, Council to resolve new draft instruments of delegations for s86 Committees – October 2017, expression of interest process – November 2017, Council endorsement of new committees – December 2017, committee member induction and first meeting under new instrument of delegation.

Jess also advised Colette had now left the employ of the Shire, her position would be advertised, but that in the meantime Jarrod, Nicky and herself would be sharing Colette’s workload. Also advised she would follow up with drainage project.

## 8.2 Section 86 Committee Minutes

### Members items

Ernie – disappointed we have not to date received update of drainage report from Council, agreed to follow up, advised about 5 weeks prior noticed that a children’s party at the reserve, where hall was not booked as it was closed, they had set up a jumping castle, Jess advised they should have had obtained a permit from Council, meeting agreed we need better signage at the entrance of the reserve.

Emma – meeting agreed that for casual bookings, committee be emailed for consensus approval, need to have better advertising of facilities in particular web enquiries and better signage that Hall is for hire, especially on Bluestone School Rd.

Frank – would like meeting to discuss signage issues, is following up issues re water catchment and better power deals, will liaise with Colleen.

Steve – would like Council to have more consultation when spending funds on improvements as there could be better options, re-stated his views on the Equitation area and that he was disappointed he missed meeting where decision was made and felt there were still better options, Allan considered the matter had been adequately discussed, resolved, but noted his comments.

Jeff – still unresolved issues re mound, has received quote from Council it would cost \$5,000 for cartage, Ernie advised he was to have discussions with Council re fill for Equitation and would meet with Jeff to see if there could be a joint proposal on the cartage issue.

Allan – still concerned with dogs running free on the reserve with owners not being present, may require better signage and work with Council by laws officers.

Janice – as a visitor, stated she wanted to thank everyone on the committee for all the work they put in as volunteers on behalf of the community.

Community Christmas Party – Saturday 25<sup>th</sup> November, notices to be sent via community newsletter and local letterbox drop – Steve nominated to be Father Christmas – Colleen and Ernie to co-ordinate advertising.

Next Committee meeting – 7.00pm Tuesday 12<sup>th</sup> December 2017, Allan requested we all bring a small plate to share, for small party at the conclusion of the meeting.

Allan declared the meeting closed at 8.40pm

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**APPENDIX 7 CONNEWARRE RESERVE S86 COMMITTEE OF MANAGEMENT - MEETING  
MINUTES - 12 DECEMBER 2017**

**SURFCOAST COMMITTEE:** Connewarre Reserve & DATE: 12/12/2017  
**SHIRE** COM 12/12/2017 TIME: 7.00pm  
VENUE: Connewarre Hall

**COMMITTEE OF MANAGEMENT MEETING**

Meeting commenced 7.10pm and chaired by Jarrod Westwood, Surfcoast Shire  
In Collen Carroll's absence, Ernie Fontaine agreed to take minutes for this meeting

**PRESENT:** A Reeve, G Elliott, J Dans, S Findlay, E Prichett,  
J Westwood, P Elshaug, E Fontaine

**APOLOGIES:** M Bjork-Billings, C Carroll, F Burchell

**VISITORS:** nil

**Adoption of**

**previous minutes:** That minutes of that meeting held 12<sup>th</sup> September be adopted.  
Not moved or Seconded

**Conflict of Interest**

**Declaration:** None

**Business Arising from**

**Previous minutes:** Nil

**REPORTS**

Council report:

- Jarrod introduced Paul and advised he had moved into Colette's position and would be present at future meetings, Paul was welcomed by all at the meeting.
- Allan requested Jarrod chair the meeting until the formal nominations and acceptance of office bearers for the next 12 months – Jarrod accepted the request.
- Drainage project, Jarrod advised he had spoken and been updated by Council staff involved with the project and invited the Committee to direct him on our priorities. After some discussion decision made that area between Hall and CFA Station was the

priority with underground drainage system, with maximum use of land for parking. Jarrod advised he would take sentiments back to Council for costings and working plans, with a hopeful outcome early in the new year for the committee to discuss.

- Nominations – Chair, E Fontaine nominated Allan Reeve, seconded by G Elliott, no other nominations Allan elected as Chair for next 12 months – Deputy Chair, A Reeve nominated F Burchell, seconded S Findlay, no other nominations Frank elected as Deputy Chair for next 12 months – Secretary/Treasurer, A Reeve nominated C Carroll, seconded E Fontaine, no other nominations Colleen elected as Secretary/Treasurer for next 12 months – Booking Officer, E Prichett accepted the appointment for the next 12 months.
- Items for Jarrod, BBQ still not working properly, meeting discussed that it could time for a new unit with a light that advises when unit is working, Jarrod advised he would follow up.
- Jarrod & Paul then excused themselves from the meeting at 7.35pm due to other engagements, but hoped we would all be at the Council Chambers tomorrow evening for the committee's welcoming ceremony.

#### Financial report:

- In C Carroll's absence Ernie read from the email sent to the committee earlier.
- Income – hall hire - \$269.00, Entertainment Book - \$156.00 – total \$288.00
- Interest - \$2.65
- Expenses – STS Accounting - \$269.00, Barwon Water - \$201.39 – total \$461.39
- Working account - \$11,374.64
- Term deposit - \$ 15,776.33

#### CFA report:

- Fairly quite period, but will pick up with warmer weather and holiday traffic.
- Have received an influx of new members from Warralily, most of whom have completed the basic pre-summer training
- 75<sup>th</sup> anniversary held at the Hall, 120 in attendance, Gordon made a life member of Connewarre CFA a ringing endorsement of his commitment to Connewarre CFA, congratulations well deserved from everyone at the meeting

#### Booking Officer:

- Hall hire, local groups, Connewarre Riding Club, CFA dinner, Connewarre Community Christmas BBQ
- Several birthday parties, young and not so young.
- Oval – Barwon Heads football club pre-season training, Monday & Wednesday evenings, Armstrong Creek cricket club – Saturdays with this season finishing on 16 December and if new grounds completed unlikely we will see them next year. Ernie enquired if we could get a heads up on the development of playing fields in Armstrong Creek and Warralily to plan for the future, Emma advised she had contacts and would try and seek out information for the committee.

- Stephen (artist) has requested one Saturday per month in 2018, Emma to book in dates.
- There has been an enquiry to have a dance class on Thursday evenings, Emma to report back at next meeting if booking successful.

Landcare:

- Fairly quite now that planting season completed.
- Still waiting for mulch to be spread on the western side of the playing fields, Doug has been busy, Steve to check if Rod Lawn can complete the task. Plants for that area still healthy and at Ernie's place – about two weeks worth of planting.
- Received \$300.00 donation from Grovedale/Waurn Ponds Lions Club – Thank you Allan for securing.
- Have a Torquay Bunnings BBQ set for Saturday 16<sup>th</sup> December, still one spot left on the roster, either Emma or Allan will fill the final spot.
- Jeff advised he is now on committee for SCIPN.

Riding Club:

- All going well membership steady.
- Club has been approved a grant of \$4,000.00 towards the development of the Equitation Park. Ernie discussing with Council if during transport of soil we can also assist with the construction of the mound. Have already flagged with Council possibilities, but had to wait until our grant approved, will be discussing with Council early 2018 and hopefully have a positive outcome.
- Emma enquired on details of the horse pasture management workshop. Ernie reported we were the hosts, but the event was organised and funded by the CMA. 25 participants attended to hear guest speakers – Karen from CMA, Murray from SCIPN and Jerg a local horse vet discuss issues regarding pasture management (grasses and weeds) and effects on horse's health. Very interesting session with interest to have follow up sessions in 2018. Awaiting results of funding applications for field trails and additional intense workshops, once funding levels known program for 2018 will be set.

**Members items**

Emma – advised water fountain near tennis courts not working has advised Council. Steve advised he believes he may have turned off the tap to the fountain as he had observed a leak, Emma to follow up. Gordon also advised there appeared to be a leak near the meter at the front door, Emma to follow up both leaks. Emma also to follow up top dressing of BMX track.

Steve – asked if we doing anything to acknowledge Sam's departure from the committee after many years of service. After some discussion meeting agreed we present Sam with a card (Ernie to source), signed by committee (to be completed at the Council party), and a

massage voucher from Saltair. Meeting agreed value of voucher be \$100.00 with Emma to organise. Moved – Emma, Seconded – Gordon, unanimously passed.

Jeff – expressed much disappointment with Council over drainage project, this was supported by Gordon & Ernie, plan await report from Jarrod, with Ernie to email committee with discussions thus far.

Gordon, Ernie and Allan – no new items.

Allan closed the meeting and invited everyone to part-take with the food and drink provided, wishing everyone a safe and happy festive season.


Next Committee meeting – 7.00pm Tuesday 13<sup>th</sup> March 2018

Allan declared the meeting closed at 8.30pm



**8.2 Section 86 Committee Minutes**

**APPENDIX 8 DEANS MARSH MEMORIAL PARK S86 COMMITTEE OF MANAGEMENT - MEETING  
MINUTES - 24 AUGUST 2017**

	<p><b>COMMITTEE:</b> Deans Marsh Memorial Park Committee of Management  <b>PRESENT:</b> Sandra, Deb , Mark, Tony,Fran, Rebecca,  <b>APOLOGIES:</b> Tom, Colette, Clive  <b>VISITORS:</b></p>	<p><b>DATE:</b> 24/08/2017  <b>TIME:</b>6.30pm  <b>VENUE:</b>Deans Marsh Hall</p>
<p><b>Adoption of previous minutes</b></p>	<p>Moved Fran                  Seconded Deb</p>	
<p><b>Conflict of Interest Declaration</b></p>		
<p><b>Business Arising from previous minutes</b></p>	<p>nil</p>	
<p><b>OHS</b></p>		
<p><b>Correspondence In</b></p>		
<p><b>Correspondence Out</b></p>		
<p><b>Treasurers Report</b></p>	<p>Opening balance: \$7221.53 [25/05/17]                  Revenue: \$2260.25                  Expenditure: \$1183.95                  Closing Balance: \$8297.83 [24/08/17]                  Emergency Maintenance \$1000 included in closing balance                  Moved Tony. Seconded Bec</p>	
<p><b>Booking Officer Report</b></p>		
<p><b>User Groups Report</b></p>	<p>Cottage:                  College of Food Wednesday afternoons. Working towards the finale September 26<sup>th</sup>. May need to use Deans Marsh Hall / kitchen. Thirty young people preparing food for one hundred.                  AGM to be held November 1<sup>st</sup> .                  September market cancelled as not enough interest [stall holders]                  November 5<sup>th</sup> market still on.</p>	


	<p>Cricket Club:          One team only this year</p>
<b>Shire Report</b>	<p>No reps from the Shire</p>
<b>General Business</b>	<ul style="list-style-type: none"> <li>• Discussion re BBQ for Festival. Needs to go through Street Trader. Bec to give Committee notice before next Festival so that our responsibilities in this area are covered.</li> <li>• Although the Defib box was given to the school, it is still not up on the wall. Fran to email Murray and ask if it could be put up.</li> <li>• Mark has given us dates for the Dog Trials. January 19, 20 and 21<sup>st</sup>. Committee will run a BBQ on the Saturday.</li> <li>• Birrigurra Junior Cricket Club wish to use our grounds again this year. Tom to negotiate a price with them. The Shire " Hall Hire" document needs to be filled in for Insurance purposes. Fran and Sandra have document.</li> <li>• OMM [choir] have requested a drop in their Hall hire for Wednesday evenings from \$25 to \$20. We have decided not to grant this request as they already receive a half price discount. Tony will contact Louise and explain.</li> <li>• The school have asked to borrow the spinning wheel for their Gala day.</li> <li>• A short discussion about the Power accounts as they are quite high. Tony explained the Shire Power Strategy . We decided that it was timely to contact Merridith [Hall / maintenance] about the possibility of a Shire subsidy for Hall power account.</li> <li>• Mural Project: Tony explained where we are at with this. Tony, Fran [Hall] Colette, John and Merridith [Shire] met last week over the requirements for adding to the outside walls. Mural can be glued or screwed to wall. SHIRE WILL MOVE LIGHTS .Rod Taylor from MJ signs will be contacted by Shire re OHS requirements [minutes slightly muddled at this point] Terri Rodaughan is the Small Grants liason for this project. Hope to ask Bendigo Bank for sponsorship. Doug Campbell has completed the photos of the curtain for free. Fran to send thankyou note. The community consultaion will come through the Croaker. The Shire's asset register names the Hall the "Deans Marsh Community Hall"</li> <li>• Discuss Cricket Club use of the Footy Shed during the season. That can be worked around the Hospital Clinic. Fran to draft some Terms and Conditions for Cricket Club use and email to committee for feedback before the next meeting.</li> <li>• The couldrum at the front of the Hall needs repair. Cinnamon James has been contacted for a</li> </ul>

	<p>quote .</p> <ul style="list-style-type: none"><li>• Audit next meeting</li><li>• Fran to contact Jarrod re next meeting requirements</li><li>• Discussion re some issues with the Hall cleaning. Committee to keep Merridith informed .</li></ul>
<b>Notice of Motions to Council</b>	
<b>Next Meeting</b>	<b>Possibly October/ if not November for dinner meeting</b>

SURF COAST SHIRE SECTON 86 SPEIAL COMMITTEE AGENDA/MINUTES TEMPLATE

**8.2 Section 86 Committee Minutes**

**APPENDIX 9 DEANS MARSH MEMORIAL PARK S86 COMMITTEE OF MANAGEMENT - MEETING  
MINUTES - 22 NOVEMBER 2017**


	<p><b>COMMITTEE:</b> Deans Marsh Memorial Park Committee of Management  <b>PRESENT:</b> Tom, Deb, Sandra, Tony, Fran, Rebecca  <b>APOLOGIES:</b> Jarrod, Mark  <b>VISITORS:</b>, Clive [observer]</p>	<p><b>DATE:</b> 22/11/17  <b>TIME:</b> 6.30pm  <b>VENUE:</b> Deans Marsh Hall</p>
<p><b>Adoption of previous minutes</b></p>	<p>Moved Tony                  Seconded Bec</p>	
<p><b>Conflict of Interest Declaration</b></p>		
<p><b>Business Arising from previous minutes</b></p>	<p>Cauldron has gone for repair . Hall to pay half, Cottage to pay half</p>	
<p><b>OHS</b></p>		
<p><b>Correspondence In</b></p>	<ul style="list-style-type: none"> <li>• Septic at Hall, email from Travis Nelson to explain the holdup on the septic system renewal.</li> <li>• Letter of resignation from Deb Campbell.</li> <li>• Several text messages from user groups letting us know that the toilets in the Hall blocked during their functions and that when the toilets were flushed the water was bubbling up in the kitchen sink</li> </ul> <p>Correspondence read and received, moved Tony second Fran</p>	
<p><b>Correspondence Out</b></p>		
<p><b>Treasurers Report</b></p>	<p>Opening Balance August 24<sup>th</sup> \$8297.83                  Receipts: \$ 2810.50                  Payments: \$ 365.00                  Closing Balance Nov. 22 \$ 10,743.33                  Report moved Tony, seconded Fran</p>	
<p><b>Booking Officer Report</b></p>	<ul style="list-style-type: none"> <li>• DELWP have booked the grounds and Hall for their breakup on December 1<sup>st</sup>.</li> <li>• School Concert held on December 14<sup>th</sup></li> </ul>	
<p><b>User Groups Report</b></p>	<p>N/A</p>	

<b>Shire Report</b>	N/A
<b>General Business</b>	<ul style="list-style-type: none"> <li>• Discussion held about the state of the Hall toilets and the continual holdup to replace the system. It is seen as a Health and Safety issue when kitchen sinks are bubbling when toilets in the Hall are flushed. This issue has been a problem for several years .</li> <li>• Fran to contact Shire re porta loos for the School Concert</li> <li>• Discussion was had re the Lorne Hospital Clinic. It has finished up for the year at the Deans Marsh Footy Shed. As it finished abruptly and several weeks before scheduled, we have decided to meet with the CEO [hopefully in the next 2 weeks] to discuss their plans for next year. Tony , Fran and Clive have agreed to meet her,[Kate] and hopefully the doctor [Dave Mullans]as well to discuss the future. Of the clinic in Deans Marsh.</li> <li>• The use and cleaning of the Footy Shed was discussed. Moved Fran Seconded Sandra that we invoice the Cricket Club and the Dog Trial group at the end of their functions for 2 hours of cleaning . We will ask Deb Cambell to clean on both occasions.</li> <li>• Fran to contact members prior to Dog Trial BBQ for volunteers on the Saturday.</li> <li>• Tony gave us a quick update on the Hall Mural project. He has a new quote [less than the original] as the pictures are smaller.</li> <li>• Shire Meeting is being held at the Deans Marsh Hall next Tuesday. Any Section 86 members available to talk with Councillors prior to the meeting to meet up at Tonys place at 3pm or just turn up at 5pm to show them over the facilities.</li> </ul>
<b>Notice of Motions to Council</b>	
<b>Next Meeting</b>	<b>February, May, August, November</b>

**8.2 Section 86 Committee Minutes**

**APPENDIX 10 EASTERN RESERVE S86 COMMITTEE OF MANAGEMENT - MEETING MINUTES - 21  
AUGUST 2017**




	<p><b>COMMITTEE: Eastern Reserve Committee of Management</b>                  Barry Stevens, Stephen Leigh, Caroline Shelbourne, Campbell Brumby, Greg Leeson, Andrew Wright, Georgie Thompson.</p> <p><b>PRESENT:</b>                  Heather Wellington, Carol McGregor, Steve Leigh, Barry Stevens, Campbell Brumby, Greg Leeson.</p> <p><b>APOLOGIES:</b>                  Caroline Shelbourne, Andrew Wright                  Mov Greg Sec Barry</p> <p><b>VISITORS:</b> Matthew Tench</p>	<p><b>DATE:</b> 21/08/2017  <b>TIME:</b> 7pm  <b>VENUE:</b>                  Winchelsea Tavern</p>
<p><b>Adoption of previous minutes</b></p>	<p>Copy of minutes from 19/06/2017 circulated                  Mov Greg Sec Barry</p>	
<p><b>Conflict of Interest Declaration</b></p>	<p>NONE</p>	
<p><b>Business Arising from previous minutes</b></p>	<p>Greg pointed out there is already a policy for no smoking within an designated distasnce , when people are asked to put out at these events they are reluctant to comply. An education process needs to be employed to phase in the change.                  Engage and get feedback from users and then included in user agreements?                  Heather will report via council for policy on cumminyty sporting venues</p> <p>Booking: task of bookings to remain with Marty @ Sport &amp; Rec in the short term.                  All use by Council and Gym needs to be recorded as a booking with Marty, and not just checked to see if free and then using facility.</p>	
<p><b>OHS</b></p>	<p>One of the old cypress trees a the entrance has split at the base, and will remove the entire tree on Wednesday this week.                  Driver drove over one of the wooden bollards near netball courts, CRM put in and has since been replaced.                  Explore the light coverage of the playground to see if it is adequate, suggest lumage meter used to ascertain suitability.</p>	
<p><b>Correspondence In</b></p>	<p>WCC re Turf Wicket                  PA System for Festival Committee, has trouble with amplifier, currently stored at Winch CFA, Sparra to follow up replacement cost.                  Growing Winch user group fee for ERCOM</p>	
<p><b>Correspondence Out</b></p>	<p>NIL</p>	
<p><b>Treasurers Report</b></p>	<p>As attached</p>	
<p><b>Booking Officer Report</b></p>	<p>As attached</p>	
<p><b>User Groups Report</b></p>	<p>Matthew Tench [REDACTED]</p>	

	<p>WCC, attended to discuss moving the cricket nets and wanted to discuss proposal to move near OPTUS tower tower quoted \$38k, Jarrod has advised Lisa the \$20k quote could be used for this.                  Concrete \$12k                  Netting \$6k                  Matting \$19k                  Could be scope to use some of the existing netting over at Hesse street.                  Jarrod looked at surface of centre wicket and suggested they are due for renewal at some point and would be due for replacement and that would be part of Council maintenaince programme.                  WCC looking for support, ERCOM agreed to support the move.</p>
<b>Shire Report</b>	<p>Where does ERCOM want to be in 3 years, what is the business plan to put the steps in place to get to where we want to be?</p> <p>Link Booking software to Web Page</p> <p>Appoint part time site booking officer &amp; site caretaker</p>
<b>General Business</b>	<p>It was noted its been 12 months since our friend Joey passed away.                  Growing Winchelsea casual user hire rate, suggest they sign a user agreement to include all annual meetings x 30                  Keen to establish an annual user rate \$600 for an annual fee for x 30 functions including 2 major forums</p> <p>Lions Club also interested in striking up a user arrangement.                  ERCOM members attending Growing Winchelsea Meetings</p> <p>John Chatterman re not painting netball rooms as they are being pulled down. Change platform for adult \$130 k grant</p> <p>NBN pole erected and operational</p> <p>Old pole at S Leighs</p> <p>Grant for Netball rooms approved                  \$200k Federal                  \$250k shire                  \$50k Community</p>
<b>Next Meeting</b>	<p>Thursday 21<sup>st</sup> September</p>

**8.2 Section 86 Committee Minutes**

**APPENDIX 11 GLOBE THEATRE S86 COMMITTEE OF MANAGEMENT - MEETING MINUTES - 22  
AUGUST 2017**

	<p><b>COMMITTEE:</b> Globe Theatre    <b>General Meeting</b>  <b>PRESENT:</b> C Naufal (SCS)                  C Thompson, T Brown, H Brown,                  N Cameron (Rep Society) Jenny Mathison( Movie Club)  <b>APOLOGIES:</b> R King, M King.  <b>VISITORS:</b> Stewart Mathison, Jess (SCS)</p>	<p><b>DATE:</b> 22nd August 2017  <b>TIME:</b> 7.30 pm  <b>VENUE:</b> Globe Theatre                  Willis Street                  Winchelsea 3241</p>
<p><b>Adoption of previous minutes</b></p>	<p>Unable to form a quorum.</p>	
<p><b>Reports</b></p>	<p>Report from Treasurer.</p>	
<p><b>Business Arising from previous minutes</b></p>	<p>Repertory Society they are still investigating the purchase of commercial size refrigerator.</p>	
<p><b>Correspondence In</b></p>	<p>Letter from Atarva Thorhill cancelling his weekly Yoga classes due to the poor heating. He has relocated to the Community house.</p>	
<p><b>Correspondence Out</b></p>	<p>Letter from Globe COM expressing our understanding and disappointment. He was informed that SCS was investigating the heating of the facility.</p>	
<p><b>Treasurers Report</b></p>	<p>Report and financials presented.                  John Chatterton (SCS) has agreed to reimburse Globe for gas expenses as from 1<sup>st</sup> July 2017.</p>	
<p><b>Booking Officer Report</b></p>	<p>Weekly Tuesday night Yoga classes cancelled as at 18<sup>th</sup> July 2017.                  Weekly Thursday night Karate classes commenced on 3<sup>rd</sup> August 2017.</p>	
<p><b>User Groups Report</b></p>	<p>AS per AGM minutes.                  Neil Cameron reported that the new light bar had been installed.</p>	
<p><b>Shire Report</b></p>	<p>Colette informed the meeting that she was leaving SCS as from 25<sup>th</sup> August 2017. The Globe COM wished Colette every success in the future and thanked her for her ongoing commitment and support of the Globe Theatre.                  Jess gave a very informative session on her role as supporting SCS facility user groups. Jess arranged to meet with the Winchelsea Repertory Society and the Winchelsea Movie Club. Globe COM to provide Jess with contact details of the other regular Globe user groups.</p>	
<p><b>General Business</b></p>	<p>Due to not being able to form a quorum, several issues were discussed.                  Those items included:                  Lowering the stage curtain valance to cover the movie screen.</p>	


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	The construction of a notice board. Attracting new members prior to COM elections in November. Neil Cameron to have Rep Society honour boards updated and installed in the supper room. Appropriate recognition of Ray Thompson, Graham Amos and Bev Amos's COM contribution. Logistics of Karate classes, movie night, Art Show and Repertory Society activities in November.
<b>Notice of Motions to Council</b>	
<b>Next Meeting</b>	Tuesday 7 <sup>th</sup> November 2017

SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA/MINUTES TEMPLATE

**8.2 Section 86 Committee Minutes**

**APPENDIX 12 GLOBE THEATRE S86 COMMITTEE OF MANAGEMENT - MEETING MINUTES - AGM 22  
AUGUST 2017**

	<p><b>COMMITTEE:</b> Globe Theatre AGM 2017  <b>PRESENT:</b> C Naufal (SCS) R Thompson,                  C Thompson, T Brown, H Brown, N Cameron (Rep Society) Jenny                  Matheson( Movie Club)  <b>APOLOGIES:</b> R King, M King.  <b>VISITORS:</b> Stewart Matheson, Jess (SCS)</p>	<p><b>DATE:</b> 22nd August 2017  <b>TIME:</b> 7.00 pm  <b>VENUE:</b> Globe Theatre                  Willis Street                  Winchelsea 3241</p>
<p><b>Adoption of previous minutes</b></p>	<p>Moved: T Brown                  Seconded: H Brown</p>	
<p><b>Reports</b></p>	<p>Report from Treasurer.</p>	
<p><b>Business Arising from previous minutes</b></p>	<p>Nil</p>	
<p><b>Correspondence In</b></p>	<p>Letter of resignation From G &amp; B Amos.</p>	
<p><b>Correspondence Out</b></p>	<p>Nil</p>	
<p><b>Treasurers Report</b></p>	<p>Annual report and audited financials presented and Moved by T. Brown and Seconded C Thompson</p>	
<p><b>Booking Officer Report</b></p>	<p>Nil</p>	
<p><b>User Groups Report</b></p>	<p>Neil Cameron (Winchelsea Repertory Society) reported that the Repertory Society had had another successful season with sell out performances and had contributed \$2750 towards the kitchen renovations and \$1000 towards the replacement stage carpet. New stage lighting would be installed in the near future.                  Jenny Matheson (Movie Club) reported that the monthly movies had been running for 9 months and had a membership of over 100. Children movies had also been shown. Heating of the hall during winter remains on ongoing issue for movie patrons. Jenny expressed her appreciation of the support given by John Chatterton (SCS) and the Winchelsea Globe COM.</p>	
<p><b>Shire Report</b></p>	<p>Collette reported that Globe Theatre COM would remain a Section 86 Committee and that the instrument of delegation had been reviewed.                  Globe Theatre COM would have a Committee of 9 which would require 6 members to form a quorum.</p>	

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<b>General Business</b>	The passing of COM President Jim McCutcheon was noted with deepest regret and the significant achievements made under Jims 10 years as President were acknowledged. Election of office bearers postponed until November 2017.
<b>Notice of Motions to Council</b>	
<b>Next Meeting</b>	21 <sup>st</sup> August 2018

SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA/MINUTES TEMPLATE



**8.2 Section 86 Committee Minutes**

**APPENDIX 13 GLOBE THEATRE S86 COMMITTEE OF MANAGEMENT - MEETING MINUTES - 7  
NOVEMBER 2017**

The meeting held at the Globe Theatre on the 7<sup>th</sup> Nov.

This was not an official Committee of Management meeting so this is merely a record of items discussed.

It was reported that a few maintenance issues needed to be attended to.

- The driveway had some holes that needed fixing up.
- Sunken bitumen on the front footpath.
- LED lights at the front of Globe.

M King to notify Surf Coast Shire.

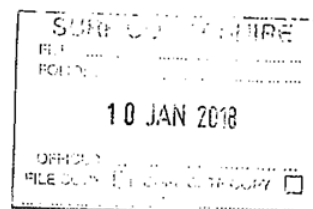
J Westwood reported that the SCS was looking at how to promote more use of the community halls within the shire,

It was agreed that the "A" frame used to advertise the Dances was too cumbersome so a banner will be outsourced to replace it with.

N Cameron stated that he was in the process of drafting a letter to the Shire outlining his disappointment in the late installation of the sound bar and their audio equipment, Neil was extremely disappointed that he had had no reply from the constant messages and phone calls that he had made to the SCS, they still won't know if the system is completely ready until their dress rehearsal on Sunday 12<sup>th</sup> Nov.

H Brown reported that both she and Trevor would not be continuing with the setting up of the monthly dances unless there were more helpers.

**Please note the change of meeting times, next meeting 6<sup>th</sup>  
December 2017 at 1pm and the following meeting 19<sup>th</sup> February  
2018 at 1pm.**



**Subject: Globe meeting**

**From:** [REDACTED]

**To:** [REDACTED]

Sat, 11 Nov 2017 23:19:25 +0000

[REDACTED]

The meeting held at the Globe Theatre on 7th November 2017 was for Jarrod Westward to explain the process of the election of committee, members could have been elected on the night but we would have had to re-elect members again after the 28th Nov 2017 council meeting, it was therefor agreed to wait until our next meeting to elect members for the committee. It was also agreed to change the times of our meetings to help the council representative, due to their busy schedule of nightly meetings.

Please note our next meeting will be 6th December at 1pm and then 19th February 2018 at 1pm.



Globe Theatre Committee of Management

Profit & Loss Statement for 1<sup>st</sup> July 2017 to 7<sup>th</sup> November 2017


Income	GST	Amount	Expenditure	GST	Amount
Gas Meter	21.53	237.00	Elgas Quarterly Fee	3.60	39.60
Gas reimbursement from Surfcoast Shire		528.34	Elgas		413.34
Dance Classes	27.27	300.00	Gas Bottle		115.00
Bonds			Bond Refunds		
Hall Hire	13.63	150.00	Audit Fees	25.45	280.00
Repertory Society			Coffee		27.00
Donation			Electricity	49.72	546.93
Karate Classes	21.80	240.00	Miscellaneous	7.97	87.91
Movie Club	27.27	300.00	Equipment Purchases		
Yoga Classes	10.90	120.00	Old Time Dances		140.00
Old Time Dances		105.00			
GST Refund From Surfcoast Shire					
Total Income	122.40	1980.34	GST Payable to Surfcoast Shire		
Operating Loss			Total Expenses	86.74	1649.78
Total		1980.34	Operating Profit		330.56
			Total		1980.34

Bank Reconciliation

Opening Bank Balance as at 1 <sup>st</sup> July 2017	4983.81
Total Income	1980.34
Sub Total	6964.15
Total Expenditure	1649.78
Closing Balance as at 7 <sup>th</sup> November 2017	5314.37

**8.2 Section 86 Committee Minutes**

**APPENDIX 14 GLOBE THEATRE S86 COMMITTEE OF MANAGEMENT - MEETING MINUTES - 6  
DECEMBER 2017**

	<p><b>COMMITTEE:</b> Globe Theatre Committee of Management  <b>PRESENT:</b> Ray King, Maureen King, Trevor Brown, Helen Brown,                  Neil Cameron, Murray Aisbett.  <b>APOLOGIES:</b> Chris Thompson  <b>VISITORS:</b></p>	<p><b>DATE:</b> 06/12/2017  <b>TIME:</b> 1.00pm  <b>VENUE:</b> Globe Theatre</p>
<p><b>Adoption of previous minutes</b></p>	<p>Moved; T Brown                  Seconded; N Cameron</p>	
<p><b>Conflict of Interest Declaration</b></p>	<p>Nil</p>	<div style="border: 1px solid red; padding: 5px;"> <p style="text-align: center; color: red;">SURF COAST SHIRE</p> <p>FILE: .....</p> <p>FOLIO: .....</p> <p style="text-align: center; color: red; font-weight: bold;">10 JAN 2018</p> <p>OFFICER: .....</p> <p>FILE COPY <input type="checkbox"/> DUPLICATE COPY <input type="checkbox"/></p> </div>
<p><b>Business Arising from previous minutes</b></p>	<p>Waiting on reply from SCS re driveway repairs.</p>	
<p><b>Correspondence In</b></p>	<p>Emails from SCS, Mel's Dance group</p>	
<p><b>Correspondence Out</b></p>	<p>Thank you letter to Rep Society</p>	
<p><b>Treasurers Report</b></p>	<p>T Brown presented the monthly treasurers report which was accepted</p>	
<p><b>Booking Officer Report</b></p>	<p>Bookings continue with a wedding, this Saturday.</p>	
<p><b>User Groups Report</b></p>	<p>Rep's show was another success with good attendance.</p>	
<p><b>Shire Report</b></p>	<p>Shire looking at repairs to Driveway.</p>	
<p><b>General Business</b></p>	<p>Nominations were taken for the new committee members.                  R King nominated M Aisbett as President, sec by T Brown, M Aisbett accepted, carried.                  M King nominated N Cameron as Vice President, sec by T Brown, N Cameron accepted, carried.                  R King nominated T Brown as Treasurer, sec by M Aisbett, T Brown accepted, carried.                  H Brown nominated M King as Secretary/Booking officer, sec R King, M King accepted, carried.                  M Aisbett nominated R King as Minute taker, sec N Cameron, R King accepted, carried.</p>	

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	It was agreed that the following to have authority to sign cheques; T Brown, M Aisbett, M King, R King. It was also agreed that any two of the above to be signatures to both accounts being, Term deposit account number [REDACTED] and the General account number [REDACTED]
<b>Notice of Motions to Council</b>	Nil
<b>Next Meeting</b>	Monday 19 <sup>th</sup> Febaury 2018 1.30pm

SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA/MINUTES TEMPLATE



**8.2 Section 86 Committee Minutes**

**APPENDIX 15 HEARING OF SUBMISSIONS COMMITTEE MEETING - 5 DECEMBER 2017**



# Minutes

## Hearing of Submissions Committee Tuesday, 5 December 2017

Held in the  
Council Chambers  
1 Merrijig Drive, Torquay  
Commencing at 5.00pm

**Council:**

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

MINUTES FOR THE HEARING OF SUBMISSIONS MEETING OF SURF COAST SHIRE COUNCIL  
HELD IN THE COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY  
ON TUESDAY 5 DECEMBER 2017 COMMENCING AT 5.00PM

**PRESENT:**

Cr David Bell (Mayor)  
Cr Martin Duke  
Cr Rose Hodge  
Cr Carol McGregor  
Cr Margot Smith  
Cr Heather Wellington

**In Attendance:**

Chief Executive Officer – Keith Baillie  
General Manager Environment & Development – Ransce Salan  
Senior Strategic Planner – Jorgen Peeters  
Co-ordinator Strategic Planning - Karen Hose

6 members of the public  
0 members of the press

**APOLOGIES:**

Cr Libby Coker  
Cr Clive Goldsworthy  
Cr Brian McKiterick

**Committee Resolution**

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

That apologies be received from Cr Libby Coker, Cr Clive Goldsworthy and Cr Brian McKiterick.

CARRIED 6:0

**CONFLICTS OF INTEREST:**

Nil.

**SUBMITTERS HEARD**

1. Michael Wilson
2. Caitlin Dobie
3. Zoran Sajinovic (applicant)

**BUSINESS:**

- 1. ENVIRONMENT & DEVELOPMENT ..... 4**
- 1.1 *Amendment C123 & Planning Permit Application No. 17/0207: 3-5 Loch Ard Drive Torquay ..... 4*

**1. ENVIRONMENT & DEVELOPMENT**

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

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

**General Manager:** Ransce Salan

**Department:** Planning & Development

**File No:** F17/978

**Division:** Environment & Development

**Trim No:** IC17/1449

**Appendix:**

1. Order of Speakers (D17/137938)

**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 provide an overview of the issues raised in submissions received during exhibition to Planning Scheme Amendment C123 and Planning Permit Application No. 17/0207.

**Summary**

Combined Planning Scheme Amendment C123 and Planning Permit Application No. 17/0207 seeks to rezone land at 3-5 Loch Ard Drive, Torquay from General Residential Zone to Commercial 1 Zone and to develop the land for four commercial premises, a dwelling and associated car parking. The site is located adjacent to the existing local activity centre on the corner of Loch Ard Drive and Fischer Street and is currently vacant.

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

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

**Recommendation**

That Council receive and note submissions received in relation to Planning Scheme Amendment C123 and Planning Permit Application No. 17/0207 – 3-5 Loch Ard Drive, Torquay.

**Committee Resolution**

**MOVED Cr Martin Duke, Seconded Cr Margot Smith**

That Council receive and note submissions received in relation to Planning Scheme Amendment C123 and Planning Permit Application No. 17/0207 – 3-5 Loch Ard Drive, Torquay.

CARRIED 6:0

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

### Report

#### **Background**

Combined Planning Scheme Amendment C123 and Planning Permit Application No. 17/0207 seeks to rezone land at 3-5 Loch Ard Drive, Torquay from General Residential Zone to Commercial 1 Zone and to develop the land for four commercial premises, a dwelling and associated car parking. The site is located adjacent to the existing local activity centre on the corner of Loch Ard Drive and Fischer Street and is currently vacant.

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

#### **Discussion**

The issues raised in the submissions are summarised as follows:

- Lack of need for more commercial premises or evidence of financial viability
- Impact of commercial development on current convenience shop and Torquay North businesses
- Inappropriate location for commercial development given residential neighbourhood
- Building scale, design and height
- Inconsistency with neighbourhood character
- Amenity impacts – noise, overlooking, overshadowing, visual, loss of views, pollution
- Increased traffic and insufficient car parking
- Lack of loading bay facilities
- Safety issues
- Poor maintenance of existing commercial building
- The rezoning and development is contrary to the Council Plan objective of balancing growth with infrastructure
- Concerns about the quality and robustness of supporting documentation.

The submissions will be considered in detail in a report to the 12 December 2017 Council meeting.

#### **Financial Implications**

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

#### **Council Plan**

Theme 3 Balancing Growth

Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth

Strategy Nil

Theme 4 Vibrant Economy

Objective 4.1 Support the creation and retention of jobs in existing and new businesses to meet the needs of a growing community

Strategy 4.1.4 Plan for industrial and commercial zones in growing communities

Theme 5 High Performing Council

Objective 5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed

Strategy Nil

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

In accordance with Section 22 of the *Planning and Environment Act 1987* a planning authority must consider all submissions made on or before the date set out in the notice and may consider late submissions.

In accordance with Section 23 after considering a submission which requests a change to the amendment, Council as the planning authority 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.

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

***Officer Direct or Indirect Interest***

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

***Risk Assessment***

No risks to Council have been identified with considering submissions.

***Social Considerations***

The submissions received raise a number of matters which may be classed as social impacts, including the visual impact of the development and amenity impacts such as noise, overlooking and overshadowing. These social impacts will be assessed in the context of relevant planning policies and provisions.

***Community Engagement***

The combined planning scheme amendment and permit application was publicly exhibited in accordance with the requirements of the *Planning and Environment Act 1987*. Notices were sent to adjoining and nearby landowners and occupiers. A notice was published in the Government Gazette, Surf Coast Times and The Echo on 12 October 2017.

***Environmental Implications***

Environmental impacts will be assessed in the context of relevant planning policies and provisions.

***Communication***

The submitters and the proponent have been invited to attend and present at the Hearing of Submissions meeting. All submitters and the proponent will be advised of Council's decision on the amendment/permit application following the 12 December 2017 Council meeting.

***Conclusion***

The submissions detail a number of matters that must be considered by Council before deciding on the amendment/permit application. To receive and note the submissions is an appropriate course of action, followed by detailed consideration at the 12 December 2017 Council meeting.

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

**APPENDIX 1 ORDER OF SPEAKERS**





Hearing of Submissions  
Tuesday 5 December 2017, 5.00 pm  
Council Chambers  
1 Merrijig Drive, Torquay

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

**ORDER OF SPEAKERS**


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	<b>Submitter</b>
1	Michael Wilson
2	Caitlin Doble
3	Zoran Sajinovic (applicant)

**Close:** There being no further items of business the meeting closed at 5.37pm.

**8.2 Section 86 Committee Minutes**

**APPENDIX 16 MODEWARRE HALL AND RESERVE S86 COMMITTEE OF MANAGEMENT -  
MEETING MINUTES - 16 AUGUST 2017**

	<p><b>COMMITTEE:</b> Modewarre Hall &amp; Reserve Committee of Management  <b>PRESENT:</b> Mervyn Stephenson, Lesley Evans, Natalia Stephenson, Graham Noble, Colette Naufal, Ken Hole, Sandra Tanner  <b>APOLOGIES:</b> Heather Wellington (Councillor), Belinda Appleton (Scouts), Laurie Lowndes, Jenny Hampshire, Brian Tanner.  <b>Motion:</b> That the apologies be accepted. Moved Mervyn Stephenson. Seconded Natalia Stephenson. Carried.  <b>VISITORS:</b> Jessica Bennett.</p>	<p><b>DATE:</b> 16<sup>th</sup> August, 2017  <b>TIME:</b> 7:53 pm  <b>VENUE:</b> Modewarre Hall, Cape Otway Road, Modewarre</p>
<p><b>Adoption of previous minutes</b></p>	<p>Moved: Ken Hole.                  Seconded: Graham Noble.</p>	
<p><b>Conflict of Interest Declaration</b></p>	<p>Nil</p>	
<p><b>Business Arising from previous minutes</b></p>	<ol style="list-style-type: none"> <li>1) <b>Plaque for Oak Tree:</b> Graham Noble to investigate the dates.</li> <li>2) <b>Scouts 'No Standing' signs:</b> Ken Hole can organize self-standing signs, but further discussion to be held with a Scout representative.</li> <li>3) <b>Outside Toilets:</b> Scheduling and timing still needs to be finalised. Contact will be made with Sandra Tanner.</li> <li>4) <b>Bluestone Building:</b> Discussion and request for Council to review the heritage listing status and investigate whether we could have the building Heritage Listed.</li> <li>5) <b>10 Year Master Plan:</b> Colette to provide for the Modewarre Hall and site.</li> </ol>	
<p><b>Correspondence In</b></p>	<p>a) Colette Naufal: Emails regarding tonight's meeting.</p>	
<p><b>Correspondence Out</b></p>	<p>b) Modewarre COM: Reminder of August meeting with minutes of May meeting attached.  <b>Motion:</b> That the incoming correspondence be accepted, and the outwards correspondence be endorsed. Moved Lesley Evans. Seconded Graham Noble. Carried.</p>	
<p><b>Treasurer's Report</b></p>	<p>The audited report was tabled during the AGM.  <b>Motion:</b> That the Treasurer's audited report be accepted. Moved Ken Hole. Seconded Mervyn Stephenson. Carried.</p>	
<p><b>Booking Officer Report</b></p>	<p>Ken Hole reported that he and Jenny Hampshire have finally put together all the photos from the two Anzac day events and very kindly presented a set to the COM.</p>	


	<p>The dog agility training club have been in touch to look at the oval with a view to holding classes. Unfortunately, because the fence is not enclosed and the oval is quite close to Cape Otway road, it may not be appropriate. However Ken questioned if we could put chicken wire in to enclose the oval. Colette will make enquiries and advise. Ken is also waiting to hear back from the training club.</p> <p>Discussion was held regarding the amphitheatre with a fire pit. Further debate will be necessary although all like the idea of just the amphitheatre without the fire pit.</p> <p>Ken enquired about putting up some sail shades in the playground area, and this was agreed. Sandra will make contact with the Surf Coast Shire regarding this.</p>
<p><b>User Groups' Report</b></p>	<p><b>Scouts:</b> Nil</p>
<p><b>Shire Report</b></p>	<p>Jessica Bennet is the Recreation Officer of Surf Coast Shire and part of her job is to look after the community building study looking at how they are being used, where they are located and how they can be improved with usage. Jessica is visiting all the community buildings to find out how often they are used, their capacity, etc. One question raised was how the Modewarre Hall could be improved and what it is missing. All information would be appreciated.</p> <p>An idea was raised if there could be a footpath from Moriac to Modewarre. Lengthy discussion was held in favour and pointing out the advantages.</p> <p>Other key points/ideas were</p> <ul style="list-style-type: none"> <li>(a) further events that could be planned given the success of the ANZAC memorial service, including the possibility of farmers/creators markets;</li> <li>(b) the RV camping permit</li> <li>(c) the need for Council to promote/market its facilities;</li> <li>(d) Recreation team at Council to use the hall facilities for their team meetings to familiarise themselves with what each has to offer.</li> </ul>
<p><b>General Business</b></p>	<ol style="list-style-type: none"> <li>1. Unfortunately Colette is leaving and heading back to Melbourne. The Committee of Management extended very best wishes to Colette and expressed their enjoyment working with her.</li> <li>2. <b>Driveway entrance to the Hall:</b> Mervyn advised that there is water sitting there and it needs to be levelled so that it can "run away." The same applies to the second entrance. The pot holes need to be fixed as well. Merv noted that some gravel had been spread in some of the surrounding areas and thanked the contractors who had been working on the road.</li> <li>3. <b>Outside Toilet:</b> Needs servicing. Colette to report on this.</li> <li>4. <b>Hall Cleaning:</b> A new sign-in book needs to be supplied.</li> <li>5. Suggestions were made to organise a "Back to Modewarre" day, and a special celebration when the Bluestone building restoration is completed.</li> </ol>

	<ol style="list-style-type: none"><li>6. <b>Road Sign to the Avenue of Honour:</b> Ongoing.</li><li>7. <b>Usage of the vacant block for overnight hall hirers:</b> Colette to send a link for the information we require.</li><li>8. Natalia advised that she is expecting another baby in February. Hearty congratulations were extended.</li></ol>
<b>Notice of Motions to Council</b>	
<b>Next Meeting</b>	The meeting closed at 8:50 pm The next meeting and AGM is Wednesday 15 <sup>th</sup> November, 2017 at 7:30 pm.

SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA/MINUTES TEMPLATE

**8.2 Section 86 Committee Minutes**

**APPENDIX 17 MODEWARRE HALL AND RESERVE S86 COMMITTEE OF MANAGEMENT - MEETING  
MINUTES - AGM 16 AUGUST 2017**

	<p><b>COMMITTEE:</b> Minutes of the AGM of the Modewarre Hall &amp; Reserve Committee of Management  <b>PRESENT:</b> Mervyn Stephenson, Lesley Evans, Natalia Stephenson, Graham Noble, Colette Naufal, Ken Hole, Sandra Tanner  <b>APOLOGIES:</b> Heather Wellington (Councillor), Belinda Appleton (Scouts), Laurie Lowndes, Jenny Hampshire, Brian Tanner.  <b>Motion:</b> That the apologies be accepted. Moved Mervyn Stephenson. Seconded Natalia Stephenson. Carried.  <b>VISITORS:</b> Jessica Bennett.</p>	<p><b>DATE:</b> 16<sup>th</sup> August, 2017  <b>TIME:</b> 7:36 pm  <b>VENUE:</b> Modewarre Hall, Cape Otway Road, Modewarre</p>
<p><b>Adoption of previous AGM minutes</b></p>	<p>Moved: Sandra Tanner.                  Seconded: Ken Hole.</p>	
<p><b>Conflict of Interest Declaration</b></p>		
<p><b>Reports from Office Bearers</b></p>	<p><b>President:</b> As Brian Tanner was an apology due to work commitments, there was no report.  <b>Secretary/Treasurer:</b> Sandra Tanner reported that it has been a good year, and the bank account is very healthy. The Anzac day event was an outstanding success. There is a noticeable difference in the hall since there has been new cleaners, and the hall bookings have remained steady. We are looking forward to continuing successfully with the new toilet block, hopefully a permit to start an RV camping area on the vacant block, and the renovations to the blue stone building.  <b>Treasurer:</b> Sandra presented the financial statement for the year July, 2016 – June, 2017 which had been audited.  <b>Motion:</b> That the Treasurer’s audited report be accepted. Moved Graham Noble. Seconded Natalia Stephenson. Carried.  <b>Booking Officer:</b> Ken Hole reported that bookings have been very good particularly since the completion of the new playground. Donations are also being received for use of the playground. Ken is still waiting to hear back from the “Shipwreck Coasters”, and there have been a few enquiries for weddings. A couple of 18<sup>th</sup> birthday parties have been rejected due to lack of information.  <b>SCIPN:</b> Lesley Evans advised that their group are very happy with the site and its position. The lights are good as well.</p>	
<p><b>Appointment of Office Bearers</b></p>	<p><b>President:</b> Brian Tanner. Nominated by Graham Noble. Seconded by Ken Hole. Carried.  <b>Vice President:</b> Jenny Hampshire. Nominated by Sandra Tanner. Seconded by Mervyn Stephenson. Carried.</p>	


	<p><b>Secretary:</b> Sandra Tanner. Nominated by Ken Hole. Seconded Lesley Evans. Carried.  <b>Treasurer:</b> Natalia Stephenson. Nominated by Sandra Tanner. Seconded by Lesley Evans. Carried.  <b>Booking Officer:</b> Ken Hole. Nominated by Sandra Tanner. Seconded Natalia Stephenson. Carried.</p>
<b>Shire Report</b>	<p><b>Instrument of Delegation Review:</b> Council are reviewing this and committees will remain the same as Section 86 with a few minor changes to the instrument of delegation. It goes to Council in September with notification to the various COMs. September/October there will be an advertisement for new members, the committee will be disbanded then put back together in November.                  There will also be a “Working With Children” check required of Committee members.</p>
<b>General Business</b>	Nil
<b>Notice of Motions to Council</b>	Nil
<b>Next Meeting</b>	<p>The AGM closed at 7:53pm.                  The next AGM is Wednesday 15<sup>th</sup> August, 2018 at 7:30 pm.</p>

SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA/MINUTES TEMPLATE



**8.2 Section 86 Committee Minutes**

**APPENDIX 18 MODEWARRE HALL AND RESERVE S86 COMMITTEE OF MANAGEMENT - MEETING  
MINUTES - 15 NOVEMBER 2017**

	<p><b>COMMITTEE:</b> Modewarre Hall &amp; Reserve Committee of Management  <b>PRESENT:</b> Lesley Evans, Natalia Stephenson, Jarrod Westwood, Ken Hole, Brian &amp; Sandra Tanner  <b>APOLOGIES:</b> Heather Wellington (Councillor), Belinda Appleton (Scouts), Laurie Lowndes, Mervyn Stephenson  <b>Motion:</b> That the apologies be accepted. Moved Ken Hole. Seconded Natalia Stephenson. Carried.  <b>VISITORS:</b> Nil.</p>	<p><b>DATE:</b> 15<sup>th</sup> November, 2017  <b>TIME:</b> 7:37 pm  <b>VENUE:</b> Modewarre Hall, Cape Otway Road, Modewarre</p>
<p><b>Adoption of previous minutes</b></p>	<p>Moved: Lesley Evans.                  Seconded: Ken Hole.</p>	
<p><b>Conflict of Interest Declaration</b></p>	<p>Nil</p>	
<p><b>Business Arising from previous minutes</b></p>	<ol style="list-style-type: none"> <li>1) <b>Plaque for Oak Tree:</b> As Graham Noble will no longer be attending COM meetings, Jenny Hampshire to investigate the dates.</li> <li>2) <b>Outside Toilets:</b> This is in the budget. Contact will be made with Sandra Tanner for discussion to be held in the New Year. Ken advised that owing to the heavy use of the new play area, he has been opening the toilets for their convenience, and confirms the necessity for the outside toilets to be renovated.</li> <li>3) <b>Section 86:</b> It is a requirement that all voting members have a police check. There are 9 spaces on the COM.</li> <li>4) <b>10 Year Master Plan:</b> Jarrod went over the Status Report &amp; Summary of Prioritised Works &amp; Cost Estimates of which some have now been completed, and others having a 'medium' to 'low' priority. It was also noted that we still do not have a 'master key' system. Important projects are:                         <ol style="list-style-type: none"> <li>a) The upgrade of the bluestone building</li> <li>b) The RV permit</li> <li>c) A linked pathway from Moriac to Modewarre</li> <li>d) Rubbish bin enclosure</li> <li>e) Restoration of the outside toilet block</li> <li>f) Heritage listing of the bluestone building</li> <li>g) Sales for the new playground</li> </ol> </li> <li>5) Sandra to send a copy of the master plan to committee.</li> </ol>	


	<p>6) Possibility of a Farmers' Market in consideration.</p> <p>7) The dog training people have looked at the grounds and felt the surface was not good, but Ken advised that it is much better after being mowed. Fencing would be required on the Cape Otway Road side as well. Ken will talk with them again.</p> <p>8) Driveway entrance looks to be repaired.</p> <p>9) Amphitheatre: To be discussed at a later date.</p> <p>10) Diane Meesen has advised of her interest in being involved.</p>
<b>Correspondence In</b>	<p>a) Surf Coast Shire: "Get Involved in your Local Community Facilities".</p>
<b>Correspondence Out</b>	<p>b) Modewarre COM: Reminder of November meeting with minutes of August meeting and AGM attached.  <b>Motion:</b> That the incoming correspondence be accepted, and the outwards correspondence be endorsed. Moved Natalia Stephenson. Seconded Jenny Hampshire. Carried.</p>
<b>Treasurer's Report</b>	<p>Balance as at 18<sup>th</sup> September, 2017 = \$13,647.31                  Natalia is still making arrangements for the transition. She will also look into the Bendigo Bank.                  Review the hire fees at the February meeting as they were not done at the AGM.                  Playground &amp; hall hire: morning \$55.00                  Playground and hall hire: afternoon \$65.00                  Afternoon function: \$132.00                  Evening function (non alcoholic/casual): \$275.00                  Weddings: \$440.00                  Birthday parties (evenings with alcohol): \$330.00                  Bonds: With alcohol \$300.00. Non alcohol \$150.00  <b>Motion:</b> That the Treasurer's audited report be accepted. Moved Sandra Tanner. Seconded Jenny Hampshire. Carried.</p>
<b>Booking Officer Report</b>	<p>Ken Hole advised that there had been advice via Facebook that camping was available at Lake Modewarre, Batsons Road where fires have been lit and some rubbish left behind.                  Ken enquired about putting up some sail shades in the playground area, and this was agreed. Sandra will make contact with the Surf Coast Shire regarding this.</p>
<b>User Groups' Report</b>	<p><b>Scouts:</b> Nil</p>
<b>Shire Report</b>	<p>Jarrold Westwood explained the S86 procedure where the delegation has been updated and it should be noted that all COMs require a police check in the interests of anyone dealing with children; this only applies to voting members. Those nominating need to advise the Shire and to be officially accepted. There will also be a bit of a celebration with all</p>

	members in the area on 13 <sup>th</sup> December, and invitations will be going out. A new representative from the Shire will be attending our meetings in future. Jarrod will pass on all relevant information regarding our 10 year plan and keep him up to date, including the heritage listing of the bluestone building.
<b>General Business</b>	<ol style="list-style-type: none"><li>1. Ken Hole received a phone call from the Geelong Advertiser regarding a complaint from David Loone saying his grandfather Harold Loone should have a plaque at the WW1 Avenue of Honour. Ken explained that he took the names from the list in the hall and there was nobody with the name of Loone. It appears that although Harold Loone lived in the area, he enlisted in Geelong.</li><li>2. Natalia requested that a child-proof latch be put on the gate at the playground as small children can open it.</li><li>3. Natalia has agreed to put a small article on the Moriac/Modewarre Facebook page to advertise the hall and the playground and its availability to hire.</li></ol>
<b>Notice of Motions to Council</b>	
<b>Next Meeting</b>	The meeting closed at 8:55 pm The next meeting is Wednesday 21 <sup>st</sup> February, 2018 at 7:30 pm.

SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA/MINUTES TEMPLATE

**8.2 Section 86 Committee Minutes**

**APPENDIX 19 STRIBLING RESERVE S86 COMMITTEE OF MANAGEMENT - MEETING MINUTES - 19 JUNE 2017**


	<p><b>COMMITTEE:</b> Stribling Reserve Committee Of Management  <b>PRESENT:</b> Linton Ferguson, Carly Enticott, Don Baldwin, Phillip Meurer, Peter Spring, Colette Naufal, Geoff Couper, Miah Atwell  <b>APOLOGIES:</b> Allan Walls, Wendy Jarratt  <b>VISITORS:</b></p>	<p><b>DATE:</b> 19 June 2017  <b>TIME:</b> 5:00PM  <b>VENUE:</b> Multi-purpose Room</p>
<b>Adoption of minutes</b>	Moved by Geoff Couper, Don Baldwin	
<b>Conflict of Interest</b>	None	
<b>Business Arising</b>	<ul style="list-style-type: none"> <li>• Floor being done only where old cupboard was on 26<sup>th</sup> June, out of action for a week</li> <li>• Basketball backboards upgrade on 5<sup>th</sup> July, out of action for a day</li> <li>• Can't deadlock doors which have exit signs. Still concern about unsupervised use of stadium. Protocol letter to users and signage, expecting child safe standards soon to be communicated.</li> <li>• Engineers report on stadium ventilation tabled. Lack of ventilation and insulation is the problem with condensation wetting stadium floor. What next, Colette to follow up.</li> </ul>	
<b>Correspondence In/Out</b>	None	
<b>Treasurer's Report</b>	Financial report held over until accurate report received from bookkeeper	
<b>Booking Officer Report</b>	<ul style="list-style-type: none"> <li>• Booking Calendar see <a href="https://calendar.google.com/calendar/embed?src=striblingreserve%40gmail.com&amp;ctz=Australia/Hobart">https://calendar.google.com/calendar/embed?src=striblingreserve%40gmail.com&amp;ctz=Australia/Hobart</a></li> <li>• New Google address for calendar</li> <li>• New code for key safe is (Removed by Council Officer)</li> <li>• Fee increases, local users \$10 per session, for profit making events \$25 per session</li> <li>• Football pre-season camps \$2000 + \$500 bond</li> <li>• Adult's party \$400 + \$500 bond</li> <li>• Child's party \$50</li> <li>• Kitchen, half day \$50</li> <li>• Falls Festival Security \$4000 + \$1000 bond</li> <li>• Oval \$66 per hour</li> </ul>	
<b>General Business</b>	<ul style="list-style-type: none"> <li>• Bird scarer unit to be installed to get birds off oval. Large areas of turf being damaged. Colette to follow up.</li> <li>• What's happening with repairs to Netball steps area?</li> <li>• Raising Stribling Reserve Profile: A document suggesting improvements for our digital footprint was tabled. Christina looked at current web presence and looking at ways to raise presence and improve linkage to community and assist with fund-raising to support Master Plan implementation. Establish a website and register a domain name.</li> <li>• Colette reports Surf Coast Shire looking at a monthly maintenance schedule, one person to contact, children safe standards are soon to be developed, and so need for "working with children" certificates. Expecting Shire will provided detailed information soon.</li> </ul>	

	<ul style="list-style-type: none"><li>• Don suggested the lighting contractor that did the Bowls Club should be contacted to quote a lighting solution for the Stribling Reserve Oval.</li><li>• New Master Plan ratified by council and positive about the approach used to develop the Master Plan.</li></ul>
<b>Next Meeting</b>	5:00 pm Monday 10 July 2017 (meeting cancelled) 5:00 pm Monday 14 August 2017

**8.2 Section 86 Committee Minutes**

**APPENDIX 20 STRIBLING RESERVE S86 COMMITTEE OF MANAGEMENT - MEETING MINUTES - 2  
OCTOBER 2017**




	<p><b>COMMITTEE:</b> Stribling Reserve Committee Of Management  <b>PRESENT:</b> Linton Ferguson, Carly Enticott, Don Baldwin, Phillip Meurer, Peter Spring, Jarrod Westwood  <b>APOLOGIES:</b> David Mullen, Wendy Jarratt, Geoff Couper  <b>VISITORS:</b></p>	<p><b>DATE:</b> 2 October 2017  <b>TIME:</b> 4:00PM  <b>VENUE:</b> Multi-purpose Room</p>
<b>Adoption of minutes</b>	Moved by Don Baldwin, seconded by Phillip Meurer	
<b>Conflict of Interest</b>	None	
<b>Business Arising</b>	<ul style="list-style-type: none"> <li>When installing the new basketball backboards, it was reported that the winches have been incorrectly installed, as ring gears have worn away because not sitting in the lubricating oil. \$6000 needed to install two reconditioned winches. Surf Coast Shire did original incorrect installation and are expected to bear costs of repair.</li> </ul>	
<b>Correspondence In/Out</b>	None	
<b>Treasurer's Report</b>	Financial report for end of August tabled. Ran at a loss of \$1000 to date. Accepted a donation of \$250.	
<b>Booking Officer Report</b>	<ul style="list-style-type: none"> <li>See updated website for bookings: <a href="https://sites.google.com/view/stribling/calendar">https://sites.google.com/view/stribling/calendar</a></li> <li>Lina as for profit hirer concerned that \$25 a session making it unprofitable for her, I suggest we charge her \$15.</li> <li>Crepe Maison, David Bercot wishing to hire Kitchen for food prep over Summer, Dec \$150 for month, January \$950 includes running portable cool room.</li> <li>Attempted to claim Stribling Reserve as business on Google maps</li> <li>Falls Festival enquiry discussed to ensure place is left in better condition this year.</li> <li>Missing Kitchen key to be followed up</li> <li>Enquiry from Cleo Leontiades for 21<sup>st</sup> birthday in late November</li> <li>Enquiry from 'Keeps Kids Safe in Dance' for some classes in 1<sup>st</sup> or 2<sup>nd</sup> week of January</li> <li>Surf Coast Shire (Jessica Bennett) asking for usage summary</li> <li>LFNC contribute \$7000. Asked for revenue summary by Surf Coast Shire</li> </ul>	
<b>General Business</b>	<ul style="list-style-type: none"> <li>Discussed taking the cover off the cricket wickets as no current cricket is expected, yes was the consensus.</li> <li>Netball Court surface has cracking. Request to assess the condition and address the issue now in the off-season</li> <li>Netball Stair case remains an issue and await resolution by Surf Coast Shire.</li> <li>Netball Courts kept locked to protect surface from unauthorised use.</li> <li>Netball poles in the Stadium don't fit in holes. Request that suitable maintenance be done.</li> <li>Netball Club thank the Stribling Reserve Committee of Management for the great support and encouragement.</li> </ul>	
<b>Surf Coast Shire Report</b>	<p>Jarrold discussed changes to the new Instrument of Delegation including:</p> <ul style="list-style-type: none"> <li>Authority to Set Fees and Charges                      The new wording proposed asks the committee to recommend fees to Council for consideration, and then to be adopted in Council schedule of fees. Legally, under the Local Government Act, the committee is not able to set fees and charges, instead the committee can recommend fees for consideration and endorsement by Council.</li> <li>Reducing the Reporting Burden</li> </ul>	

	<p>There will be no need to submit an annual report, only an audited statement of accounts with the aim to ease volunteer burden of reporting.</p> <ul style="list-style-type: none"> <li>• Working with Children’s and Police Check                  Due to all facilities being open to children of all ages, mandatory Working With Children’s Checks and Police Checks will be required as part of the incoming Child Safe Standards legislative changes.</li> <li>• Governance Training                  New committee members will be required to undertake Governance training with Council within 6 weeks of their membership being endorsed by Council.</li> <li>• Finances                  The wording around the type of bank accounts has changed. Funds should be invested in an authorised deposit-taking institution. Investments shall only remain in the following range of credit ratings: Short Term Ratings A-1, A-2. Long-term ratings, AAA, AA</li> <li>• Office Bearer Roles                  Increasing the Office Bearers to include a bookings officer and maintenance liaison officer (if required).</li> </ul> <p>Under the current Instrument of delegation each committee position is up for re-nomination at the expiry of the delegation (October 22, 2017). Council will run an Expression of Interest process for one month through October.</p> <table border="1" data-bbox="660 770 1624 922"> <thead> <tr> <th>Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>September</td> <td>Council to resolve on the new draft Instruments of Delegations for s86 COM</td> </tr> <tr> <td>October</td> <td>Expression of Interest Process</td> </tr> <tr> <td>November</td> <td>Council endorsement of new committees</td> </tr> <tr> <td>December</td> <td>Committee Member Induction and first meeting</td> </tr> </tbody> </table>	Date	Action	September	Council to resolve on the new draft Instruments of Delegations for s86 COM	October	Expression of Interest Process	November	Council endorsement of new committees	December	Committee Member Induction and first meeting
Date	Action										
September	Council to resolve on the new draft Instruments of Delegations for s86 COM										
October	Expression of Interest Process										
November	Council endorsement of new committees										
December	Committee Member Induction and first meeting										
<b>Next Meeting</b>	5:15 pm Monday 13 November 2017										

**8.2 Section 86 Committee Minutes**


**APPENDIX 21 STRIBLING RESERVE S86 COMMITTEE OF MANAGEMENT - MEETING MINUTES - 20  
NOVEMBER 2017**

	<p><b>COMMITTEE:</b> Stribling Reserve Committee Of Management  <b>PRESENT:</b> Linton Ferguson, Don Baldwin, Peter Spring, Geoff Couper, Wendy Jarratt  <b>APOLOGIES:</b> Miah Atwell, Jarrod Westwood, Phillip Meurer  <b>VISITORS:</b></p>	<p><b>DATE:</b> 20 November 2017  <b>TIME:</b> 5:15 PM  <b>VENUE:</b> Multi-purpose Room</p>
<b>Adoption of minutes</b>	Moved by Don Baldwin, seconded by Peter Spring	
<b>Conflict of Interest</b>	None	
<b>Business Arising</b>	<ul style="list-style-type: none"> <li>• Missing Kitchen key should be back.</li> <li>• Waiting for equipment to become available to remove wicket cover.</li> </ul>	
<b>Correspondence In/Out</b>	Barwon Water: letter to works traffic along Otway Street advice	
<b>Treasurer's Report</b>	<ul style="list-style-type: none"> <li>• Management Report prepared by Bookkeeper Keri Cachia dated 2 Nov 2017 tabled.</li> <li>• Report accepted on motion moved by Peter Spring, seconded by Geoff Couper.</li> <li>• Ask Lorne Football Netball Club to consider an annual fee of \$10,000.</li> </ul>	
<b>Booking Officer Report</b>	<ul style="list-style-type: none"> <li>• See updated website for bookings: <a href="https://sites.google.com/view/stribling/calendar">https://sites.google.com/view/stribling/calendar</a></li> <li>• Stribling Reserve has been claimed on Google.</li> <li>• UHSVU booking for preseason football camp 16/17/18 February 2018.</li> <li>• Colac Football Club were coming for a preseason training run on 2nd December, but have now postponed to late January.</li> <li>• SA Swimmers for Pier to Pub have booked.</li> <li>• Narelle Lynch, PE Teacher at Lorne P-12 College, running Kids Sport program in January.</li> <li>• Expecting Falls Festival Security staff Dec 28 – Jan 1.</li> </ul>	
<b>General Business</b>	<ul style="list-style-type: none"> <li>• Netball staircase remains an issue.</li> <li>• Long grass in the grounds needs attention.</li> <li>• Video recorder for security camera has died, \$450 to replace.</li> <li>• Shire representative coming on Friday to inspect cooking equipment, concern oven is a health and safety issue, asbestos issue. Quotes for ovens coming in.</li> <li>• Website for Stribling Reserve marketing. Lauri Lasila has quoted \$2000 to establish website, register domain name, site hosting with \$600 annual maintenance charge. Approved following motion from Peter Spring and Geoff Couper.</li> <li>• Netball Pavilion Project – to be part of a bigger concept, Bob Sinclair doing some pro bono work on the idea</li> <li>• Stadium Ventilation Project – meant to address condensation and summer heat. Project has been rejected, letter sent to request more funding to put in powered whirly gigs as just doing translucent ceiling panels won't solve the problem.</li> <li>• Oval lighting Project – lighting tower design is to be reviewed to consider developments in LCD lighting technology.</li> </ul>	

	<ul style="list-style-type: none"><li>• Electronic Scoreboard Project – need extra funding, Shire estimates \$150,000, have about \$60,000.</li><li>• What has happened to Shire providing a budget for local maintenance of Stribling Reserve Ground?</li><li>• Stribling Reserve Committee of Management members for 2017-2018: Miah Atwell, Don Baldwin, Geoff Couper, Carly Enticott, Linton Ferguson, Wendy Jarrat, Phil Muerer, Peter Spring, Don Tyrer.</li><li>• Shire Induction meeting for committee members planned for 13 December 2017.</li><li>• Lorne P-12 College, expressed concern about damage being done to gym mats.</li><li>• Change access code to (Removed by Council Officer).</li></ul>
<b>Surf Coast Shire Report</b>	none
<b>Next Meeting</b>	5:15 pm Monday 18 December 2017

**8.2 Section 86 Committee Minutes**

**APPENDIX 22 STRIBLING RESERVE S86 COMMITTEE OF MANAGEMENT - MEETING MINUTES - 18  
DECEMBER 2017**

	<p><b>COMMITTEE:</b> Stribling Reserve Committee Of Management  <b>PRESENT:</b> Linton Ferguson, Don Baldwin, Peter Spring, Geoff Couper, Wendy Jarratt, Miah Atwell, Phillip Meurer  <b>APOLOGIES:</b> Jarrod Westwood, Don Tryer, Carly Enticott  <b>VISITORS:</b></p>	<p><b>DATE:</b> 18 December 2018  <b>TIME:</b> 5:15 PM  <b>VENUE:</b> Multi-purpose Room</p>
<b>Adoption of minutes</b>	Moved by Geoff, seconded by Wendy	
<b>Conflict of Interest</b>	None	
<b>Business Arising</b>	<ul style="list-style-type: none"> <li>• LFNC are considering the new annual fee of \$10,000.</li> <li>• Netball staircase issues, meeting last week, Shire drawing up a couple of options for improvement.</li> <li>• Shire workers have cut grass and tidied the grounds.</li> <li>• Security camera to cost \$1000, Shire to cover cost under asset renewal.</li> <li>• Kitchen stove replacement, person from 'Total Hospitality' visited and looked at available space, and will recommend appropriate equipment, maybe combi-oven, to roast and steam, need 3 phase power and drainage for such an oven. Up to Shire to do procurement. What about a deep fryer? Space may be an issue?</li> <li>• Website for Stribling Reserve is underway.</li> <li>• Stadium cooling/ventilation, ongoing, maybe possible to have powered whirly gigs.</li> <li>• Chasing a budget from Shire for local maintenance of Stribling Reserve.</li> </ul>	
<b>Correspondence In/Out</b>	Tree Watch – annual invoice for rodent removal and baiting	
<b>Treasurer's Report</b>	<ul style="list-style-type: none"> <li>• Report date 13 December 2017 was tabled. Report accepted, moved Peter Spring, seconded Don Baldwin.</li> <li>• Shire should now negotiate with Education Department to establish a new sharing agreement.</li> </ul>	
<b>Booking Officer Report</b>	<ul style="list-style-type: none"> <li>• See updated website for bookings: <a href="https://sites.google.com/view/stribling/calendar">https://sites.google.com/view/stribling/calendar</a></li> <li>• Football pre-season camps, four have made a booking. No weekends left in February, four in March left before Easter. Lorne FC has booked two practice match dates in March.</li> </ul>	
<b>General Business</b>	<ul style="list-style-type: none"> <li>• Wicket cover has been lifted. Request cover be replaced week commencing 29 January, so oval safe for pre-season football matches and training.</li> <li>• Are any Cricket matches being played?</li> </ul>	
<b>Surf Coast Shire Report</b>	none	
<b>Next Meeting</b>	5:15 pm 12 February 2018	

### 8.3 Advisory Committee Minutes

**Author's Title:** Administration Officer

**General Manager:** Chris Pike

**Department:** Governance

**File No:** F18/221

**Division:** Governance & Infrastructure

**Trim No:** IC18/3

**Appendix:**

1. All Abilities Advisory Committee Meeting Minutes - 14 December 2017 (D17/149374)

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

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**Purpose**

The purpose of this report is to receive and note the 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 All Abilities Advisory Committee Meeting - 14 December 2017.



**8.3 Advisory Committee Minutes**

**APPENDIX 1 ALL ABILITIES ADVISORY COMMITTEE MEETING MINUTES - 14 DECEMBER 2017**

**All Abilities Advisory Committee (AAAC) Minutes  
 Thursday 14 December 2017, 11am – 1pm  
 Surf Coast Shire Council, 1 Merrijig Drive Torquay**

**Present:** Caroline Maplesden (Chairperson), Janet Brown, Richard Porter, Manny Pimentel, Damian Waight (Surf Coast Shire), Kerri Deague (Surf Coast Shire).

**Apologies:** Carol Okai, Michael Chan, Leone Mervin, Cr Heather Wellington, Lucille Marks.

Ag. No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement/ Action/Timeframe	Responsible
1.1	Welcome, introductions and acknowledgements	5	Our meeting is being held on the traditional lands of the Wadawurrung people and we acknowledge them as Traditional Owners. We pay our respects to their Elders, past and present. It was noted that the AAAC had four community / stakeholder members are present and that the quorum of five is not achieved. Items may be discussed, but decisions by the committee are not possible today.		C. Maplesden
1.2	Minutes from previous meeting	2	The minutes from 29 August and 24 October were submitted as being final at Council meeting on 28 November.		C. Maplesden
1.3	Conflicts of Interest	2	Declaration of conflict of interest.	Nil	C. Maplesden
<b>2</b>	<b>Business Arising</b>				
2.1	Access and Inclusion Strategic Plan 2014-24	10	The 2017-19 actions were circulated to members with the previous meeting minutes noting the suggestions from C Maplesden were incorporated into action plan. At this meeting no concerns were raised about the final actions.	The finalised action plan will be incorporated into Council reporting process for 2018-19.	K. Deague
<b>3.</b>	<b>New Business</b>				
3.1	Councillor delegate appointment	5	Cr Heather Wellington has been appointed as the AAAC Councillor delegate for the next 12 months. Cr Hodge will act as the substitute delegate when Cr Wellington is not available to attend meetings.		

3.2	Rural Access Program Review	20	D Waight presented a summary of the process for reviewing the Rural Access Program. M Pimentel confirmed that T Britten (reviewer) had been in contact to discuss the outcomes and progress for the program. Other members expressed interest in providing feedback for the review. A discussion took place about the NDIS not funding advocacy or capacity building programs. Members recommended that the review highlight the benefits of these programs to enable universal access for all people.	Action: K Deague will ask T Britten to contact C Maplesden and R Porter as part of review process.	K. Deague
3.3	Adult Changing Places Grant Update	10	Council are expecting to hear from DHHS the result of grant applications anytime from now on. J Brown suggested that we investigate possible funding sources from philanthropic organisations.	Action: K Deague to investigate possible funding sources from Philanthropic grants.	K. Deague
3.4	Council Infrastructure Priorities – Access. John Chatterton (Coordinator of Facilities)	20	J Chatterton reported on upgrades to Moriac Kindergarten initiated by a recent request from a family with a child with a physical disability. The child is enrolled into the Moriac kindergarten for 2018 and the current infrastructure requires adaptation to meet the safety and accessibility requirements for the child. Council have committed \$20K to enable the modifications to the playground and outdoor space. The works will be completed by mid-January 2018.	Agreement: Committee members present acknowledged the commitment made by J Chatterton to the Changing Places grant application and to the ongoing access for all people in the Shire.	All
3.5	International Day of People with a Disability 2017: Event Outcomes	10	K Deague provided a summary of outcomes from the International Day of People With Disability events in schools. Volunteers J Brown, C Maplesden and L Mervin were acknowledged for their assistance during the week.		K. Deague
3.6	AAAC Terms of Reference update	25	D Waight presented draft updated AAAC Terms of Reference to carry the committee forward for the next three years. Amendments suggested so far include the terms for appointment to streamline the process.	Action: the new Terms of Reference will be circulated to members for final feedback prior to the final version being submitted to Council meeting in early 2018.	D Waight
3.7	Visual Identity Project – Damian Waight	5	D Waight presented a summary of a Council project to refresh visual branding to reflect a more modernised approach in Council's communication and engagement. This includes refreshing the colour palette style and font for Council communications.	Action: K Deague and C Maplesden will be consulted regarding the visual identity project to maximise the accessibility features.	D Waight

3.8	Prospective new member to AAAC – process of appointment	10	Two community members have expressed interest in joining the AAAC in 2018. Both members meet the existing prerequisite qualities for being recruited to the committee.	Action: Recruitment will be undertaken in accordance with the new TOR after it has been accepted and adopted by Council.	K Deague
3.9	RACV calling for changes to legislation to improve safety for all users on footpaths, nature strips and parks	5	C Maplesden presented a media article from the Bellarine Times to K Deague citing a report by the road safety advocacy body finding inconsistencies in the Victorian regulations relating to safety for all users.	Action: K Deague will scan the article and send out to AAAC members. The item will be discussed at the next meeting by C Maplesden.	K Deague and C Maplesden
4.	<b>Next meeting</b>	2	TBC February 2018		
<p><b>Ground Rules for our Meeting</b></p> <ul style="list-style-type: none"> <li>• We start on time and finish on time</li> <li>• We all participate and contribute – everyone is given an opportunity to voice their opinions</li> <li>• We use improvement tools that enhance meeting efficiency and effectiveness</li> <li>• We actively listen to what others have to say, seeking first to understand then to be understood</li> </ul>			<ul style="list-style-type: none"> <li>• We follow-up actions for which we are assigned responsibility and complete them on time</li> <li>• We give and receive open and honest feedback in a constructive manner</li> <li>• We use data to make decisions (whenever possible)</li> <li>• We strive to continually improve our meeting process and build time into each agenda for reflection</li> </ul>		

## 9. NOTICE OF MOTIONS

### 9.1 NOM-134 - Council Services - Cr Heather Wellington

#### Appendix:

Nil

## Surf Coast Shire Council

### Notice of Motion

### Council Services

### NOM-134

I, Councillor Heather Wellington, give notice that at the next Ordinary Meeting of Council to be held on Tuesday, January 23, 2018, I intend to move the following motion:

#### Motion

1. That in preparing the 2018/19 budget, officers specifically consider the following factors:
  - a. The adequacy of resources available (current and planned for the remainder of 2017/18):
    - i. to proactively monitor compliance with the Surf Coast Planning Scheme, in accordance with community expectations;
    - ii. to respond to, investigate and manage planning enforcement issues drawn to the Shire's attention;
    - iii. to maintain roads and associated infrastructure across the Shire at an acceptable standard, in accordance with the Shire's commitment to the community and community expectations;
    - iv. to maintain other Council-owned and/or managed infrastructure in a clean, well-presented and safe manner, in accordance with the Shire's commitment to the community and community expectations.
  - b. Council's obligation under the *Planning and Environment Act 1987* to efficiently administer and enforce the planning scheme.
  - c. Council's obligations under various acts including the *Road Management Act 2004* in relation to road maintenance.
  - d. The resources needed to ensure current unmet, and future, need for services in these areas can reasonably be met.
2. That officers present to Council, in conjunction with the draft 2018/19 budget:
  - a. an outcome-focused analysis of the adequacy of Council's past and planned investment in planning enforcement, roads maintenance and maintenance of Council-owned and/or managed infrastructure;
  - b. a report on the resources required to ensure community needs in these areas will reasonably be met in 2018/19; and
  - c. a performance framework, for Council to specifically monitor and regularly report to the community on its performance with respect to meeting community needs for planning compliance, road maintenance and asset maintenance services.

#### Rationale

Surf Coast Shire has a broad range of powers and functions. The Council Plan sets an ambitious program of works and services spanning a broad base of community interests. Rate capping has reduced Council's capacity to raise revenue to meet increasing community needs and expectations. It is critically important for Council to deliver basic services and maintain key infrastructure at a standard that meets its statutory obligations and community expectations. Need for basic services, infrastructure maintenance and repair and planning compliance action appears to be increasing and some needs clearly are currently unmet.

It will be important for the 2018/19 budget to be developed in the context of a comprehensive understanding by both Council and the community of these needs, so that an adequate funding allocation from within an overall capped revenue base can be made to meet them.

### **9.1 NOM-134 - Council Services - Cr Heather Wellington**

Further, the community has a legitimate expectation that Council will monitor and report on performance in relation to basic services such as:

- planning compliance; and
- maintenance of roads and other Council-owned assets.

Implementation of this motion will enable these objectives to be met.

*Sent electronically*

**Cr Heather Wellington**  
**Councillor**

Date: December 5, 2017

## 10. CLOSED SECTION

### Recommendation

That Council pursuant to section 89(2)(d) contractual matters and section 89(2)(h) other matters of the Local Government Act 1989, close the meeting to members of the public to resolve on matters pertaining to the following items:

- 10.1 Award of Contract T18-027 - MAV Contract Bulk Fuel, Fuel Cards and Lubricants
- 10.2 Procurement Process for Supply of Electricity to Council Sites and Public Street Lighting
- 10.3 Assemblies of Councillors Confidential

### Recommendation

That:

1. The resolution pertaining to confidential item 10.1 be deemed no longer confidential with the report to remain confidential.
2. The resolution and report pertaining to confidential items 10.2 and 10.3 remain confidential.
3. Council open the meeting to the public at pm.

**Close:** There being no further items of business the meeting closed at pm.