Colac Otway
SHIRE

ORDINARY COUNCIL MEETING

<u>AGENDA</u>

WEDNESDAY 22 NOVEMBER 2017

AT 4PM

COPACC

Next Council Meeting: 13 December 2017

COLAC OTWAY SHIRE ORDINARY COUNCIL MEETING

22 NOVEMBER 2017

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OFFICER REPORTS

COLAC OTWAY SHIRE ORDINARY COUNCIL MEETING

NOTICE is hereby given that the next *ORDINARY MEETING OF THE COLAC OTWAY SHIRE COUNCIL* will be held in COPACC on 22 November 2017 at 4pm.

1. **THE MEETING IS DECLARED OPEN**

   OPENING PRAYER

   *Almighty God, we seek your
   blessing and guidance in our
   deliberations on behalf of the
   people of the Colac Otway Shire.
   Enable this Council's decisions to be
   those that contribute to the true
   welfare and betterment of our community.*

   AMEN

2. **PRESENT**

3. **APOLOGIES**

4. **WELCOME & ACKNOWLEDGEMENT OF COUNTRY**

   Colac Otway Shire acknowledges the original custodians and law makers of this land, their elders past and present and welcomes any descendants here today.

   I ask that we all show respect to each other and respect for the office of an elected representative.

   All Council and Committee meetings are audio recorded, with the exception of matters identified as confidential items in the Agenda. This includes the public participation sections of the meetings.

   Audio recordings of meetings are taken to facilitate the preparation of the minutes of open Council and Committee meetings and to ensure their accuracy.

   In some circumstances a recording will be disclosed to a third party. Those circumstances include, but are not limited to, circumstances, such as where Council is compelled to disclose an audio recording because it is required by law, such as the Freedom of Information Act 1982, or by court order, warrant, or subpoena or to assist in an investigation undertaken by the Ombudsman or the Independent Broad-based Anti-corruption Commission.

   Council will not use or disclose the recordings for any other purpose. It is an offence to make an unauthorised recording of the meeting.

5. QUESTION TIME

A maximum of 30 minutes is allowed for question time. To ensure that each member of the gallery has the opportunity to ask questions, it may be necessary to allow a maximum of two questions from each person in the first instance. Once everyone has had an opportunity to ask their initial questions, and if time permits, the Mayor will invite further questions.

Please remember, you must ask a question. If you do not ask a question you will be asked to sit down and the next person will be invited to ask a question. Question time is not a forum for public debate or statements.

1. Questions received in writing prior to the meeting (subject to attendance and time).

2. Questions from the floor.

6. TABLING OF RESPONSES TO QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETINGS

These responses will not be read out but will be included in the minutes of this meeting.

7. PETITIONS/JOINT LETTERS

Nil

8. DECLARATION OF INTEREST

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.

Councillors are also encouraged to declare circumstances where there may be a perceived conflict of interest.

9. CONFIRMATION OF MINUTES

- **Ordinary Council Meeting held on 25 October 2017.**
- **Special Council Meeting held on 8 November 2017.**

  Recommendation

  That Council confirm the above minutes.

ORDINARY COUNCIL MEETING
APOLLO BAY RESORT DEVELOPMENT - PLANNING APPLICATION PP169/2017-1
OM172211-1

LOCATION / ADDRESS	275 Barham River Road, Apollo Bay	**GENERAL MANAGER**	Gareth Smith
OFFICER	Doug McNeill	**DEPARTMENT**	Development & Community Services
TRIM FILE	F17/7572	**CONFIDENTIAL**	No
ATTACHMENTS	Nil		
PURPOSE	To seek Council endorsement to invite the Minister for Planning to call in the planning permit application relating to 275 Barham River Road for a decision.		

1. LOCATION PLAN / AERIAL PHOTO

2. EXECUTIVE SUMMARY

A planning application has been lodged for the development of a tourist resort at 275 Barham River Road, Apollo Bay.

The subject land is located approximately 3.6 km south west of the town of Apollo Bay and takes access from Barham River Road. The site was rezoned to Rural Activity Zone in 2009 with the aim of facilitating tourism development in the hinterland of Apollo Bay.

The proposal includes details for the initial stages of development and creates a master plan for the site to inform further stages of development subject to future planning processes. The stage 1 proposal, and subject to the current permit application, involves the following key elements:
- Residential tourist accommodation including:
  - 180 hotel style rooms
  - 82 villas used in conjunction with the hotel
- The hotel facilities will include a bar, an all-day dining restaurant, a main restaurant, retail tenancies and an observatory
- A wellness centre and a 25-metre swimming pool
- Staff accommodation for 40 staff.

The application has been placed on public notification and generated over 155 objections and over 10 submissions of support.

A timely and considered decision on the application is important to ensure all issues are considered and the significant concerns raised in the local community are understood. This report outlines two decisions making paths for the application, and seeks Council confirmation of its preferred option. The two options are a Council and Victorian Civil and Administrative Tribunal (VCAT) decision path, which is the default pathway under normal circumstances, and a Ministerial call in path based on the state significant issues the proposal has raised.

Officers recommend that consideration be given to a Ministerial call in of the proposal given the state and regional implications of the proposal, noting that Council would retain the ability to formally consider the planning merits of the proposal and advocate on behalf of submitters. This includes advocacy for off-site infrastructure considered necessary to support the proposal should it proceed.

3. RECOMMENDATION

That Council:

1. *Requests the State Minister for Planning to call in the consideration of Planning application PP169/2017-1 for a Residential Hotel and Leisure and Recreation Facility (integrated tourism resort) at 275 Barham River Road, Apollo Bay pursuant to Section 97 of the Planning & Environment Act 1987 on the basis that the proposal raises significant issues in relation to State regional development and tourism development objectives related to the Great Ocean Road as identified in Clause 11.07 Regional Victoria, Clause 11.09 Geelong (G21), Clause 12.02-4 Coastal tourism, Clause 12.02-6 Great Ocean Road Region and Clause 17.03 Tourism in the State Planning Policy Framework.*

2. *Notes that should Council's request be accepted by the Planning Minister, it will retain the opportunity to present its position on the proposal before an independent Advisory Panel that would make recommendations to the Minister, ensuring that appropriate consideration is given to local objector concerns.*

3. *Notes it will consider a report from Council officers on the planning merits of the permit application in the coming months so that Council can advocate its position on the proposal at any Advisory Panel hearing.*

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The subject land was rezoned in 2009 to the Rural Activity Zone from Rural Conservation Zone with the objective of facilitating tourism development in the hinterland of Apollo Bay. The land also features a number of overlays including the Significant Landscape Overlay Schedule 3 (SLO3), Erosion Management Overlay Schedule 1 (EMO1), Environmental Significance Overlay Schedule 3 (ESO3), Bushfire Management Overlay (BMO) and Land Subject to Inundation (LSIO).

The current planning application has been lodged to take advantage of the zoning and deliver a tourism product to service the Great Ocean Road with the aim of having visitors stay longer in the region.

The proposal includes details for the initial stages of development and creates a master plan for the site to inform further stages of development subject to future planning processes. The stage 1 proposal involves the following key elements:
- Residential tourist accommodation including:
    o 180 hotel style rooms
    o 82 villas used in conjunction with the hotel
- The hotel facilities will include a bar, an all-day dining restaurant, a main restaurant, retail tenancies and an observatory
- A wellness centre and a 25-metre swimming pool
- Staff accommodation for 40 staff.

The main hotel building ranges in height from 12 metres to 17 metres and other levels of the hotel building are 7 metres high.

Stage 2 of the development will be subject to an additional planning process and includes:
- A conference and wedding centre and yoga retreat facilities
- A hotel extension for potentially 200 additional rooms
- A further 140 villas.

The proponents suggest the first stage investment will be $70 million, creating 250 jobs during construction and 175 jobs for its ongoing operations. Stage one and two combined has been estimated by the proponent at $250 million.

The proposal is of a significant scale and has raised concerns from the local community relating to potential impacts ranging from infrastructure provision to amenity and character impacts.

The consideration of the application in a timely manner that allows for inputs from all stakeholders and allows independent review of the key issues is an important focus. Options for undertaking a decision on the application are detailed below.

KEY INFORMATION

The planning application seeks to develop a significant residential hotel based tourist resort on land zoned Rural Activity Zone. The application details a strategic connection to:
- The purpose of the Rural Activity Zone to facilitate tourism development that integrates with the landscape setting.
- The objectives of the "*The Strategic Master plan for the Visitor Economy of the Great Ocean Road 2015-2025*" produced by Great Ocean Road Regional Tourism (GORRT).

The proposal has raised a significant number of objections from the local community with key issues summarised below:
- Size and scale out of context with the character of the town
- Impact on character of the landscape
- Economic impact on local economy
- Community benefit
- Infrastructure impacts – services such as water supply, sewer and telecommunications
- General environment impact
- Additional traffic on local roads
- Geotechnical issues

The proposal seeks to service the significant tourism demand along the Great Ocean Road and to provide an opportunity for longer stays in the region by domestic and international tourists through a 4.5-star resort and associated facilities. The application has provided details about how the proposal can potentially assist with development of the local and regional economy through connection with existing businesses and attractions and also through job creation in construction and the ongoing operation of the resort.

The above are important issues for consideration which link to the municipality, region and State context. However, there are other important issues that directly impact the local setting including the township of Apollo Bay. There are significant infrastructure upgrades in reticulated services and roads to accommodate the proposal. There are also concerns raised about how such a facility will change the context and character of Apollo Bay and its rural hinterland setting.

A decision-making process that can understand, balance and assess these competing issues in an efficient and timely manner is an important element. There are currently two main options for determining the current planning application as detailed below:

Options 1 – Council and VCAT process (default process)
- Council decision
- Potential appeal to the Victorian Civil and Administrative Tribunal (VCAT) challenging a decision that supports or refuses the application
- VCAT Major Cases list process allowing for a VCAT hearing and presentation by all parties and then a decision
- VCAT Major Cases allows for 6 month process from appeal being lodged to decision

<u>Option 2 – Minister for Planning call in process</u>
- Council refers the decision to the Minister for Planning
- Minister for Planning confirms call in of the application
- Minister for Planning appoints an advisory panel to hear from all stakeholders
- Advisory Panel holds a hearing to receive input from all stakeholders including Council and community and then provides advice to the Minister for Planning
- Minister for Planning makes the final decision
- Call in process could allow for quicker time frame for consideration

Option 2 is based on power the Minister for Planning has under Section 97 of the *Planning and Environment Act 1987*, to call-in a planning permit application being considered by a responsible authority, on the basis that the Minister considers:
- the application raises a major issue of policy and that the determination of the application may have a substantial effect on the achievement or development of planning objectives;
- the decision on the application has been unreasonably delayed to the disadvantage of the applicant; or
- the use or development to which the application relates is also required to be considered by the Minister under another Act or regulation and that consideration would be facilitated by the referral of the application to the Minister.

The basis of this potential call in would be that the application raises a major issue of policy and that the determination of the application may have a substantial effect on the achievement or development of planning objectives.

The current application raises significant issues related to regional development and tourism development associated with the Great Ocean Road which are identified in the State Planning Policy Framework and the Strategic Master Plan for the Visitor Economy of the Great Ocean Road 2015-2025.

Whilst Option 1 can reasonably deal with such issues, a call in would allow for a more tailored process to consider the full spectrum of local, regional and State impacts and for such issues to be considered via independent recommendations to the Minister which would have benefit. Such a call in would align with the Ministerial call in criteria described above.

Further, a call in has the potential for a more timely decision. An efficient decision on the matter will help resolve tension in the community created in response to the proposal and provide certainty to community, Council and the permit applicant.

Given the proposal's connection to State tourism and regional development objectives and objectives related to the Great Ocean Road balanced against its location in the Apollo Bay hinterland it is considered there is value in having a decision making path that can consider all local, regional and State issues effectively, efficiently and transparently. It is therefore considered Option 2 is should be considered by Council.

It is important to note that Option 2 still allows for Council and community to influence any decision and advocate positions to an independent panel and the Minister.
Such an outcome may allow Council to have a more responsive position advocating on issues related to the proposal from a local and regional context in the absence of being the Responsible Authority for a decision on the matter under the *Planning and Environment Act*.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Prior to the lodgement of the application the applicant had meetings with the Apollo Bay Chamber of Commerce and some members of the Otway Forum community group. Public information meetings were also held on the 3 June and 14 June to allow for broader public awareness of the proposal.

The processing of the planning application has seen the application placed on public notification which has resulted in over 155 objections and 10 submissions of support. A meeting was held in October by Otway Forum with over 100 people attending, resulting in a motion to not support the proposal.

All submitters to the application will have the opportunity to be involved in future decision making processes.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The proposed development connects with a number of goals and actions outlined in the Council Plan 2017-21. These include facilitating the attraction of high standard accommodation in Colac and Apollo Bay complemented by high yielding nature based experiences, encouraging economic growth through planning, identifying and promoting tourism pathways, and supporting employment in tourism.

The planning merits of the application are not dealt with by this report. A full analysis of these merits against the local policies expressed in the Planning Scheme, and well as issues raised in submissions, would need to be considered by Council in a future officer report to the Shire's Planning Committee or Council, regardless of any decision at this meeting on whether to request that the matter be called in by the Minister.

ENVIRONMENTAL IMPLICATIONS

There are many environmental related matters that will be relevant to the assessment of the application. These are primarily covered by the existing overlays present on the site and relate to water supply catchments, bushfire risk, erosion and landslip risk and native vegetation removal.

Assessment of these issues is occurring with input from Council and external agencies expertise, and will be the subject of a future officer report to Council on the application.

SOCIAL & CULTURAL IMPLICATIONS

Social and cultural issues will influence future decisions on the application. The impacts of the proposal on surrounding properties and the broader area, including Apollo Bay, will be considered as part of the assessment of the application relevant to the Rural Activity Zone and State, regional and local policy in the Colac Otway Planning Scheme.

The application details that some elements of the proposal will be available for the broader community to access such as elements of the wellness centre including the 25-metre swimming pool.

A Cultural Heritage Management Plan under the *Aboriginal Heritage Act 2006* is required to be completed for the proposal and this will ensure that relevant aboriginal cultural issues are considered for the site. It is understood that this plan is close to finalisation.

There is also potential for the proposal to assist with improving walking and cycle pathways along the Barham River Road although no specifics of this have been detailed to date.

ECONOMIC IMPLICATIONS

The proposal outlines a number of direct and indirect economic implications. A key element in the application is the opportunity the resort provides to have the increasing numbers of visitors along the Great Ocean Road to stay longer in the region. These visitors are expected to use the services of the proposed resort and surrounding businesses and attractions as a result.

The attraction of a resort facility along the Great Ocean Road, such as the one proposed for Apollo Bay, has long been an objective State and regional agencies, as a means of leveraging local economic benefit from the growing international market. This consideration must be balanced with local impacts such as amenity, servicing and traffic.

The proposal is expected to generate approximately 250 jobs during construction and approximately 175 ongoing jobs once operational, which is argued to have flow-on benefits for the local and regional economy.

LEGAL & RISK IMPLICATIONS

The proposal as submitted is required to be assessed on merit pursuant to the provisions of the *Planning and Environment Act* 1987. The Option 1 and Option 2 decision pathways outlined in this report both allow such merit based decisions to occur.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

The processing of the application is being assisted by the engagement of a contract planner covered by existing operational budgets. Both options will require additional resources to be procured to assist Council with regard to progressing the decision making process. Arguably, a call in process is likely to have less resource implication to Council.

7. IMPLEMENTATION STRATEGY

DETAILS

The application assessment process will be guided by the provisions of the *Planning and Environment Act 1987*. Two options exist for providing a transparent and efficient decision on the application. Both options provide for stakeholder influence and independent review.

Given the significant policy issues the application has raised associated with the Great Ocean Road and to ensure a more compact decision making time frame it is considered the opportunity exists to seek the Minister for Planning to call in consideration of the application as detailed in Option 2.

In the event Council supported Option 2 a request would need to be formally sent to the Minister for Planning seeking the Minister's support for the call in.

COMMUNICATION

Irrespective of the decision making pathway regular discussion with the applicant and other parties will continue as part of the processing of the application. The processing of the application will also involve regular briefings to Council. Submitters to the application would be notified of Council's decision.

TIMELINE

In the event a Ministerial call in is supported a request to the Minister could be actioned shortly after a decision of Council. In the event the default process of Option 1 remains in place then a Council decision on the application would likely be in early 2018.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

ORDINARY COUNCIL MEETING
WYE RIVER & SEPARATION CREEK BUSHFIRE FUNDING EXPENDITURE
OM172211-2

LOCATION / ADDRESS	Wye River / Separation Creek	**GENERAL MANAGER**	Gareth Smith
OFFICER	Gareth Smith	**DEPARTMENT**	Development & Community Services
TRIM FILE	F17/8706	**CONFIDENTIAL**	No
ATTACHMENTS	Nil		
PURPOSE	This report provides a breakdown of grants received by Colac Otway Shire to support the recovery of Wye River and Separation Creek following the devastating Christmas Day 2015 bushfires, in accordance with the Notice of Motion of 28 June 2017.		

1. LOCATION PLAN / AERIAL PHOTO

2. EXECUTIVE SUMMARY

Following the Christmas Day bushfire Council took all possible measures to support the Wye River and Separation Creek communities to recover and rebuild. This report provides information on the grants accessed to support the community following the bushfires.

With a disaster declared, Council was entitled to access National Disaster Recovery and Relief Arrangements (NDRRA) funds to seek reimbursement for costs incurred in making safe, cleaning up and replacement of public infrastructure.

However, Council also successfully advocated for additional funding from the State Government and philanthropic organisations.

The grant of $250,000 from DHHS allowed Council to directly employ two part time Community Recovery workers who were able to work closely with the residents to support their recovery. These resources provided valuable support to the community and assisted local recovery.

The State's support for the One Stop Shop has allowed Council to employ technical planning, building and engineering experts to provide a dedicated and integrated service to residents wishing to rebuild. This high level of service has allowed Council to be very responsive to applicants and has resulted in 40 planning permits being issued in the 18 months since the planning scheme was amended. This service level has also contributed to four homes being completed and certificates of occupancy issued.

State funding has allowed Council to keep the very dispersed community informed via over 105 community meetings and over 35 newsletters, facebook page and a comprehensive portal for all agencies to share information in a transparent and timely manner with the community.

The infrastructure grant from the State Government has allowed Council to firstly move quickly to stabilize the slopes and to ensure the timely rebuild of the retaining walls and structures. The grant will also leave both townships with a reticulated drainage scheme that will improve the resilience of Wye River and Separation Creek into the future.

Council's successful advocacy for additional grants has resulted in savings for residents rebuilding their dwellings, improved the recovery and the resilience of the people through a high level of community support and numerous events and left a legacy of improved and more resilient infrastructure.

A total of $8,647,190 of funding has been confirmed to date for Council to receive to support the Wye River and Separation Creek communities. Council is awaiting confirmation regarding a final claimed amount of $754,184 from NDRRA funding. Based on previous successful claims it is most likely this will be approved within months.

3. RECOMMENDATION

That Council notes the report regarding Council's receipt and expenditure of grants in support of recovery efforts from the Wye River and Separation Creek bushfires.

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The Wye River – Jamiesons Track fire was ignited by a lightening strike on 19 December 2015. The fire had a significant breakaway on Christmas Day resulting in 109 houses being destroyed and many others significantly damaged in Wye River and Separation Creek. The majority of the fire footprint was in the uninhabited bushland of the Great Otway National Park with approximately 2250 hectares burnt.

Relief and Recovery teams were activated on 25 December 2015 while response was still in its early stages. These teams provided assistance to evacuees with registration, financial assistance, material aid, personal support and shelter.

In the nearly two years since the fire, Council has worked to facilitate the recovery and renewal of Wye River and Separation Creek. In addition to Commonwealth funding available for declared disasters (NDRRA), Council has been successful in securing additional State funding to provide ongoing community recovery support, help minimise the stress of rebuilding and to provide for additional infrastructure to improve the ongoing resilience of the communities.

KEY INFORMATION

Federal and State politicians (including the Prime Minister and Victorian Premier) visited the site and all undertook to take whatever measures necessary to help the communities of Wye River and Separation Creek recovery from the devastation.

Commitments were made to support the residents both directly and indirectly, and through Council and State agencies. The Department of Health and Human Resources (DHHS) immediately promised Council funding to employ community recovery workers to support the Wye River and Separation Creek communities in their recovery.

Council's approach to Bushfire Recovery from the outset was to facilitate the rebuilding of the townships, seek solutions to issues and to ensure residents had a seamless interaction with Council.

The fire was declared a disaster under the NDRRA and assistance was available for:

- personal and financial counselling
- restoration of essential public assets
- counter disaster operations

Council advocated to the State and Federal Governments on behalf of its residents to ensure adequate resources were available and that infrastructure was rebuilt to an appropriate standard. As NDRRA does not provide financial support for residents to rebuild, Council strongly advocated for additional funds to help residents with the complexities of rebuilding in such a difficult environment.

Council also undertook an advocacy campaign to secure funding for key infrastructure projects above and beyond the replacement projects to ensure a positive legacy was left for the community.

The Council did not administer donations from the public such as the Falls Festival funds that were administered by the charitable Spirit Foundation.

Natural Disaster Relief and Recovery Arrangements (NDRRA)

$2,256,690 received to end October 2017

Under the joint Australian Government-State NDRRA, assistance is provided to alleviate the financial burden of disasters on states and territories.

NDRRA funds expenditure on restoration or replacement of essential public assets. Assets must be replaced "like for like" with any improvements at the cost of the local authority. NDDRA funding is generally available for 24 months after the end of the financial year the disaster occurred (to end June 2018 for the WyeSep bushfire). NDRRA does not fund rebuilding efforts of private individuals and is limited to "essential public infrastructure". NDRRA assistance is delivered through the state Department of Treasury and Finance (DTF) and paid out following assessment of claims submitted by Council.

To 31 October 2017 Colac Otway have submitted 17 claims to NDRRA totalling $3,010,874 million for expenditure incurred.

To end of October 2017 $2,256,690 has been received from the Commonwealth. The outstanding $754,184 NDDRA claim will be finalised within the next few months. Based on approved claims to date it is envisaged the claim would be approved in total, or at least the significant majority.

$12,815 of claims have been rejected by the assessors to date. Of this $6,982 was for town planners – an expense the State Government subsequently compensated Council for.

In addition to the restoration of the damaged roads and drains, NDRRA funding has been used to ensure the safety and security of the site, identification and clean up of hazards, roof cleans and provision of fresh water, assessment and removal or treatment of fire-affected trees, and administration costs, including the establishment of a call centre to provide timely information to the communities.

Grants

Council advocated successfully for five grants from the State Government and the charity Foundation for Rural & Regional Development.

Grants received were:

	Donor	Amount	Purpose
1	Department of Health and Human Services (DHHS)	$250,000	Community recovery
2	State Government	$656,000	One Stop Shop staffing and communications
3	State Government	$5.43 mil (+ 10% contingency)	Infrastructure including retaining walls, temporary erosion control works and reticulated drainage system
4	Regional Development Victoria (RDV) Foundation for Rural & Regional Development (FRRR)	$10,000 $5,000	To fund the staging of a 'Showcasing Local Trades and Services Event
5	Regional Development Victoria (RDV)	$30,000	Funding for a half marathon
6	Regional Development Victoria (RDV)	$9,500	Funding for inflatable cinema screen

1. Department of Health and Human Services Grant - $250,000

The Department of Health and Human Services (DHHS) was, at the time, the lead state agency responsible for recovery and had responsibility for looking after the mental and physical health of the residents and ensuring their food, clothing and shelter requirements.

In addition to looking after the immediate needs of the community, DHHS also gave the Shire a grant of $250,000 to support community recovery.

To date (October 2017) approximately $210,000 of this grant has been expended. The majority of the grant has been spent on the employment of two Community Recovery workers (part time) who have been employed since March 2016 to provide support to the community. They have been based in Wye River / Apollo Bay and have been highly accessible to community members.

The Community Recovery officers have organised a number of community events including sausage sizzles, public meetings, community group meetings (CRC and work groups) including hiring venues, catering and hiring of speakers. They also closely supported local groups to hold events. The Community Recovery personnel worked closely with DHHS and Lorne Hospital to support the physical and mental health of the community.

The Community Recovery workers also supported community members and organisations seeking funding including:

- The Wye Beach Hotel to prepare a submission to the Commonwealth Tourism Demand Driver Infrastructure Program (TDDIP) to expand the premises to include a Conference Centre.
- The SLSC/Paul Green to achieve $30,000 in funding for the half marathon to ran in 2018.

The DHHS grant funded several community led projects such as the commissioning of birdboxes, installation of two street libraries and a water filtration system for the community tank in Harrington Park.

Some of the DHHS grant also supported ongoing provision of information to the community including the production of newsletters, maintenance of the WyeSep facebook page as well as hiring venues and catering for community meetings.

It is anticipated that this service will run through to December 2017.

2. One Stop Shop (OSS) & Communications funding- $656,000

At the time of the fire the Hon Lisa Neville was Minister for Environment and Climate Change and Minister for Water as well as the local member for Bellarine. Minister Neville took the lead role for the Victorian Government overseeing the recovery of the fire ravaged coastal settlements.

In an announcement on 18 Jan 2016 the State Government committed $850,000 to assist with rebuilding. This funded the settlement-wide technical studies, designed to assist residents in their rebuilding, the amendment to the planning scheme and temporary staff for Colac Otway pending Council recruiting staff to the roles. This funding announcement included the $250,000 DHHS grant provided to Council (see above), but was otherwise expended directly by the State Government.

To further help residents to repair or redevelop fire damaged and destroyed properties Council successfully lobbied the State to provide additional funds ($656,000) to allow establishment of a streamlined and integrated planning and building approvals system through a One Stop Shop (OSS).

Council set up the OSS in February 2016; ahead of the amendment to the Planning Scheme introducing streamlined planning controls (4 April 2016) and actively promoted the service encouraging property owners and their architects and engineers to have a pre-application meeting with the OSS team to talk through ideas and identify and resolve and issues.

The Council employed a team including town planners, an environmental health officer, building surveyor, engineer and geotechnical engineer who were available to meet with prospective applicants and assess applications. The service was supplemented as required with wastewater engineers from Coffey consultants and building design experts from the Victorian Building Authority (VBA).

The OSS operated six days a week rotating through Wye River, Richmond Town Hall, Apollo Bay and Colac with teleconferencing also available providing a high degree of accessibility and responsiveness.

The State funding of the service allowed Council to further support the residents to rebuild by waiving fees for planning, building and wastewater permits (except for statutory charges). A recent review of applications showed the value of fees waived to July 2017 is over $103,000.

As the State grant is almost exhausted, the One Stop Shop service has been absorbed into operations at Colac and Council will reintroduce permit fees on 1 January 2018. This has been well publicised thus providing over five months notice to the community.

The waiver of fees to date has provided significant community financial benefit. By the time the fees are reintroduced this is likely to be over $150,000 depending on the number of applications.

The OSS service has been extensively used and to end October there have been 119 One Stop Shop appointments with property owners to discuss rebuilding. In its 18 months of operation the OSS team have issued the following:

Planning Permits

- Forty (40) permits have been issued to rebuild destroyed dwellings (36% of destroyed dwellings)
- Two (2) permits have been issued to build a new dwelling for vacant land
- Fifteen (15) applications being processed to rebuild destroyed dwellings, no permit issued at this stage
- Ten (10) permits issued for other works, being extensions, sheds, carports, damaged etc.

Building Permits

- A total of four (4) completed rebuilt dwellings with occupancy certificates
- Seven (7) final certificates issued for other works, being extensions, sheds, carports, damaged etc.

An "Intentions Survey" conducted by Council early in 2017 generally indicated a high level of satisfaction with Council's One Stop Shop service.

The $656,000 grant also supported Council's communications with Wye River and Separation Creek communities.

Once the initial fire was under control and the Incident Control Centre (ICC) stood down, Council took on the role of coordinating information from all of the State agencies involved in the recovery phase. A combination of print media, social media and face-to-face communications were established to ensure the community had easy access to up to date information. There were additional challenges in keeping the community informed with most of the community dispersed across the state.

Newsletters were produced and disseminated weekly for six months before being reduced to fortnightly and later monthly. In 2017 they have been produced monthly and on an 'as needs' basis to facilitate consultation and information on Council's capital works projects. About 50 newsletters have been distributed to an email list of over 400 in 2016 and 2017.

A WyeSep facebook page was set up and required ongoing input and management.

The State supported the development of the Wye Sep Connect portal, which was a valuable asset for the community and the recovery agencies. Council was heavily involved in supplying information to this website.

In addition community meetings were held, each replicated in Wye River and in Melbourne to regularly (monthly) update the community and provide an interactive forum attended by Council's Mayor and CEO, Minister Neville, the Emergency Management Commissioner, Deputy Secretary of DELWP, Barwon Region Director DHHS, Regional Director VicRoads and others as required. These meetings were very well attended in both the city and in Wye River.

There were numerous topic-specific and recovery events organized and supported by the communications person. As of October 2017, there had been approximately 105 community meetings and events since the bushfire.

3. State Government Infrastructure Grant – $5,430,000 (+ 10% contingency if required)
Following the bushfire, Council conducted a review of infrastructure and successfully advocated to the State Government for additional funding for infrastructure works.

The funding from the State has or will fund five technical and infrastructure projects.

(i)   Erosion Sediment Control Plan (ESCP)

This project has been completed at a cost of $626,469.

Following bushfires erosion is a risk particularly in the steep and unstable coastal environment. Council was successful in obtaining a grant from the State to fund temporary erosion and sediment control measures.

Proactive works were necessary to stabilize the slopes and limit further damage from landslide ahead of the reinstatement of the retaining walls, revegetation of the slopes, rebuilding of houses and installation of a reticulated drainage system.

Measures included hydromulching, silt fences, check drains, core logs and slope drains.

(ii)   Topographical and Cadastral Survey

This project has been completed at a cost of $219,326.

Both the fire affected and non-affected areas were required to be surveyed ahead of the drainage scheme. The data was also needed to inform the restoration of roads and construction of retaining walls.

(iii)   Retaining Walls

This project has been completed. To October $317,000 had been expended. The very early estimated total project cost was $840,000.
Council, in conjunction with the State Government, immediately sought to ensure the stability of the fire damaged slopes. The most immediate measures to manage the risk of landslide were the construction of temporary erosion control measures (see above).

Significant geotechnical work identified around 100 retaining walls and structures to be constructed (some replacement of burnt assets and others were new walls/structures). The State contracted Grocon to construct those walls identified as High or Very High risk.

Colac Otway Shire began a construction program for 21 retaining walls to replace assets lost and damaged by the bushfire across Wye River and Separation Creek in June 2017. Construction has recently been completed with final inspections and handover currently occurring.

The new walls replace retaining walls located within the Council road reserve that were damaged in the bushfire. Council used non-combustible materials including steel I-beams and reinforced concrete sleepers for new structures to increase their resilience to future fire events. Without Council's construction of the retaining walls there was a real risk of landslide resulting in further damage to public infrastructure and private property.

(iv)   Reticulated Drainage Scheme

To October 2017 $178,000 has been spent on this project. The project has a budget of $3.5 million.

Council contracted consulting engineers Cardno, to design the reticulated stormwater drainage system for installation across Wye River and Separation Creek. The aim is to provide a design that will improve the management of stormwater and address erosion and sediment control issues within the entire township areas.

To date consultation has been undertaken with the community and concept plans produced (currently finalising design in consultation with the community).

The drainage scheme aims to -
- Reduce the impacts of uncontrolled stormwater runoff on unstable slopes – due to loss of vegetation from the bushfire
- Improve erosion and sediment control issues.
- Minimise the impact of stormwater runoff through private property
- Increase drainage capacity of existing road drains
- Provide Legal Point of Discharge to properties
- Upgrade driveways to reduce impacts of stormwater runoff, erosion and sediment control
- Keep the rural feel of the towns
- Improve environmental impacts on vegetation and stormwater quality.

This scheme will be a positive legacy for both townships.

It is anticipated that construction will commence in late January 2018 and be completed mid 2018.

4. **Showcasing Local Trades and Services Grant - $15,000**
Council, working with the Community Connection and Wellbeing Work Group were successful in securing funding from Regional Development Victoria ($10,000) and the Foundation for Rural and Regional Recovery ($5,000) to deliver a Trades and Services Event.

This grant was from the State's $1 million Economic & Community Recovery Fund.

This funding is aimed at stimulating the economic development of trade and service businesses in the region and assisting property owners to gain knowledge and understanding of building in the region.

An interactive Building Forum was held on 22 October with guest speakers from planning, building, geotechnical, landscaping, building design, waste water treatment and fire prevention designed to assist land owners to navigate the building processes and get advice from industry experts.

Also the grant will fund a Trades and Services directory which will be available as a printed booklet. Recent Expressions of Interest have been sought from trade and service businesses in the region, offering free inclusion in the directory. The response has been very positive and there are over 400 listings. The directory will be published shortly.

Anther community event is also being planned with remaining RDV funds.

5. **Half Marathon Event - $30,000**
Council supported a local initiative helping to prepare an application for funding for a two day half marathon event and was successful with RDV supporting the project with $10,000 per year for three years. The marathon is to be a two day event with Saturday being a family event undertaking the "3 peaks" walk while Sunday will be a trail running event.

This is a community based initiative with Council applying for the funds on behalf of residents and undertaking administrative support and financial oversight.

The grant was from the State's $1 million Economic & Community Recovery Fund. Council's Events Officer is working with the Wye River Surf Life Saving Club to design this event which will be held in early 2018.

Council has not yet received this funding.

6. **Inflatable Cinema Screen - $9,500**
Council received a $9,500 grant from RDV to purchase a inflatable cinema screen for use along the coast.

This grant was from the State's $1 million Economic & Community Recovery Fund. The application was supported by GORRT (Great Ocean Road Regional Tourism) and provides economic, cultural and community benefits. The cinema was used in the 2017 summer with several movie nights held. These events were coordinated by Council's Economic Development and Tourism Unit in partnership with the community.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Where practical, there has been substantial engagement with the community on expenditure on some of the funds such as the reticulated drainage system. However much of the NDRRA funds were expended immediately after the bushfire where Council had a statutory or regulatory responsibility or expenditure was required for health and safety reasons.

Some of the funds from DHHS and the State Government were used to augment engagement with the community and were and will continue to be expended in consultation with the community.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The funding has been closely aligned to the Council Plan, particularly the themes of Our Places and Our Community
- Our places are well-planned. We work with local and government partners to plan healthy, safe environments which promote community life and enhance well-being. Our infrastructure assets are managed so that they are sustainable for the long-term.
- We work to know our community and to understand their needs and aspirations. We plan our assets and services to meet community need and to foster a culture of good service and partnership with others.

ENVIRONMENTAL IMPLICATIONS

Council has worked closely with the State Government and the community in expending public monies to ensure a more sustainable place results.

Retaining walls are being built to more fire resilient standards, the reticulated drainage system will leave a positive legacy improving on the environment and Council also successfully advocated for the State to fund weed control and revegetation programs. These works will be funded and coordinated by Parks Victoria in consultation with the community and relevant organisations such as Council.

SOCIAL & CULTURAL IMPLICATIONS

Significant expenditure has focussed on the recovery of the community and supporting them in strengthening their bonds. Their increased resilience is evident in their increasing independence and self-determination from Council, now independently running the Council established Community Resilience Committee.

ECONOMIC IMPLICATIONS

Substantial investment was made by the state in the economic recovery, not just of Wye River and Separation Creek but of the entire Great Ocean Road. Marketing campaigns were undertaken and local events supported.

LEGAL & RISK IMPLICATIONS

The major risk with the bushfire recovery funding is ensuring it is expended correctly in accordance with the various agreements governing the use of the money. NDRRA has very specific guidelines on claimable expenses and requires substantial documentation to support every expense.

The grants from the State Government have individual agreements and reporting requirements, which Council must comply with.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

There are minor ongoing resource implications for Council in the oversight of the grant monies and the implementation of each of the projects which are within the 2017/18 Council budget or absorbed within Council's normal operational costs.

7. IMPLEMENTATION STRATEGY

DETAILS

The implementation of the grant funding is explained within the body of the report.

COMMUNICATION

Council will continue to be provided briefing updates regarding the status of the bushfire recovery and renewal program.

DELWP and DHHS funding have allowed additional communication resources to support Council's proactive communication program.

TIMELINE

The time frames of each funded program are detailed within the report.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

![Colac Otway Shire logo]

DOMESTIC ANIMAL MANAGEMENT PLAN

OM172211-3

LOCATION / ADDRESS	Municipality	**GENERAL MANAGER**	Gareth Smith
OFFICER	Graeme Murphy	**DEPARTMENT**	Development & Community Services
TRIM FILE	F17/6616	**CONFIDENTIAL**	No
ATTACHMENTS	1. Colac Otway Shire Domestic Animal Management Plan 2017-2021 20171017		
PURPOSE	The purpose of this report is to present Council with the revised Domestic Animal Management Plan 2017-2021 for consideration for adoption.		

1. LOCATION PLAN / AERIAL PHOTO
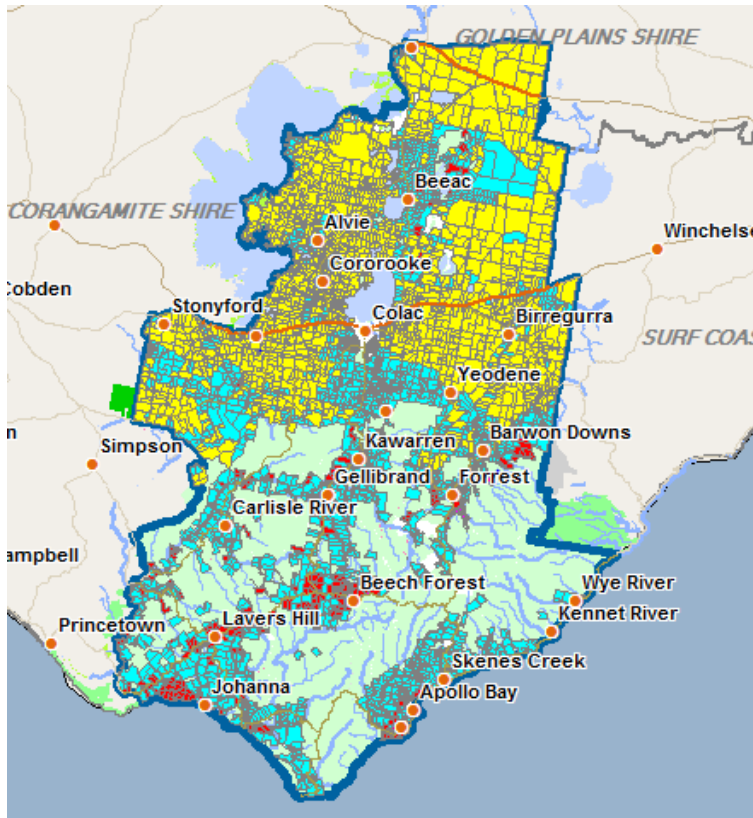
2. EXECUTIVE SUMMARY

The Colac Otway Shire Domestic Animal Management Plan (DAMP) has been reviewed in accordance with the requirements of the Domestic Animals Act 1994. Under the Act, Council must prepare a domestic animal management plan every 4 years. The current DAMP was adopted by Council in 2013. Council Officers have updated the plan with relevant legislation changes and statistics in line with the process set out by the Department of Economic Development, Jobs, Transport and Resources (DEDJTR).

The updated DAMP was presented to Council at the Ordinary Meeting of Council in August 2017 seeking approval for it to be released for a six week public comment period. The public comment period closed on 13 October 2017 with only one public submission received. The submission raised issues associated with barking dog enforcement that can be dealt with through Council's Local Laws and the existing State Government Domestic Animal Management legislation. No changes have been made to the version of the DAMP that was released for public comment and is now being presented to Council for endorsement (See Attachment 1).

3. RECOMMENDATION

That Council endorse:

1. *The attached Domestic Animal Management Plan 2017-2021*

2. *The Domestic Animal Management Plan 2017-2021 be submitted to the Secretary of the Department of Economic Development, Jobs, Transport and Resources in accordance with the provisions of the Domestic Animals Act 1994.*

4. BACKGROUND / KEY INFORMATION

BACKGROUND

This is the third iteration of the Colac Otway Shire DAMP. The first DAMP was developed by Council in 2008 and the current version was endorsed by Council in 2013. Council Officers updated the plan with relevant legislation changes and statistics in line with the process set out by DEDJTR.

The structure of the DAMP is compliant with the template provided by the Domestic Animals Unit of DEDJTR. The DAMP consists of three parts outlined in more detail below:
- Part 1: Legislative requirements
- Part 2: Summary of local issues and key statistics
- Part 3: Key areas for action over the next four years

The draft DAMP was presented to the Ordinary Meeting of Council in August 2017 seeking approval for it to be released for a six week public comment period. Council approved the release of the document and the public comment period began on 1 September and closed on 13 October 2017.

Prior to the draft DAMP being released for public comment an error was identified in the table on page 5 of the DAMP that was presented to Council at the meeting in August. Council was informed of this matter. The error was rectified in the version of the draft DAMP that was released for public comment to ensure it was correct and consistent with Local Law 2. The error related to the poultry numbers which showed 5 and 10 but should have been 10 & 20.

The table also incorrectly stated that Cattle/Horses and other large animals were <u>not permitted</u> (on property size up to 0.25 ha). It should have read <u>permit required</u> in relation to the Cattle/Horses & other large animals.

KEY INFORMATION

One submission was received during the public comment period. The issues raised in the submission along with the Officer responses are outlined below:
- Barking dog enforcement - This can be effectively dealt with under Council's Local Laws and the existing State Government legislation (Domestic Animals Act 1994).
- Owners to sign a compliance form at time of registration – All aspects relating to responsible animal ownership can be dealt with under the existing State Government Legislation (Domestic Animals Act 1994)
- Council Compliance Staff attend local schools to discuss responsible dog ownership – This activity is currently performed by Department of Economic Development, Jobs, Transport and Resources staff.   These activities are funded by Council's annual payment to the Department. Current fee is $4.00 per dog and cat registered with Council.
- A quarterly advertising campaign relating to a week long program by Officers patrolling areas in relation to breaches of current State and Local Laws. - This activity is currently performed to target particular issues (e.g. animal registrations, barking dogs, dog excrement and off leash areas).
- Have a clearly marked vehicle patrolling to check on barking dog issues. – The Compliance Unit has two clearly marked and identifiable vehicles that are code compliant (Animal Transport Vehicles). Due to resource constraints it is not feasible to have a vehicle dedicated to patrolling for barking dogs, but officer will respond as soon as possible after a complaint is received.

As a result there are no proposed changes to the version of the DAMP that was released for public comment and the corresponding version of the DAMP is provided seeking formal adoption (See Attachment 1).

The actions listed in Part 2 of the DAMP have been developed to provide the maintenance and improvement of critical animal management services and controls within the municipality to address the priorities identified in Part 2.9 of the plan. The key areas identified in the DAMP are explained in more detail below. It is important to note that the actions identified in the DAMP will be implemented through the Compliance Unit's operations over the next 4 years. No increase to the existing resourcing for the Compliance Unit is required to achieve the actions identified in the DAMP.

Training:

All Compliance Officers that undertake animal management duties are required to have a Certificate IV in Animal Control and Regulation and a Certificate IV in Statutory Compliance. Ongoing training will be required over the next four years to ensure all Officers maintain/obtain the required certification in animal control and regulation.

Animal Registration & Identification:

Registration of animals in 2011 to 2017 shows a decrease in dogs of 13%. The number of registered cats has decreased from 1485 (2011) to 1412 (2017), a decrease of 4.92%. Using the prescribed formula (Page 8 of the Plan) to forecast the number of dogs within the Shire shows that we have a compliance rate of 82% in respect of dog registrations.   Although this is good it is widely accepted that there are many unregistered dogs in the rural and more remote areas.

Using the accepted formula to forecast the number of cats within the shire it shows we have a compliance rate of 41.6% which in contrast to dogs is disappointing, but it is comparable to other Councils based on the 2011 figures. The ongoing challenge for Council's Animal Management Officers, particularly for cats, is to effectively seek out those animal owners who fail to register their animals in accordance with the statutory requirements of the Domestic Animals Act 1984.

It is worth noting that in 2013 Council adopted a new General Local Law Number 2 that introduced restrictions on the number of animals that could be housed on a property without a permit for the first time. These restrictions have been well accepted by the general public and have not led to a large number of new permits being issued. As intended they have helped with the management of cases where people have excessive numbers of domestic animals. At the current time there are 7 permits on issue. The details on the numbers of animal can have without needing to obtain a permit as prescribed in General Local Law Number 2 are shown on Page 5 of the DAMP.

Nuisance Animals:

The majority of complaints received by Council relate to dogs at large, and barking dog complaints. These complaints are monitored through the Council Merit system. The issue of noise complaint by barking dogs is difficult to police, requires an extensive investigation and quite often the complainant/s are reluctant to become involved in a Court process. Many complainants do not wish to be identified and the penalty by way of infringement is minimal. Council has developed a barking dog package for the information of complainants and offending owners alike. This package requires the complainant to keep a diary detailing the date/time that the dog has barked and any obvious reason that the barking is occurring. This diary is usually compiled over a 14 day period so that Council Officers can assess the results in order to best develop a strategy that can be discussed with the owner to achieve an acceptable level of noise.

Dogs at large are usually quickly caught and either returned to their home or impounded. An infringement for a dog at large is currently $238 (Daytime) and $317 (Night time). The infringement penalty amount is determined by the State Government and acts as an effective deterrent to people who allow their dog to roam unsupervised. However, cats are very difficult to manage, particularly the feral/abandoned cat population. Council receives a large number of complaints about feral cats. While every effort is made to catch feral cats, it is often very difficult to find them. When feral cats are caught they are euthanised because they cannot be safely rehoused. Unfortunately the problems with feral cats are a national problem that cannot be easily addressed by Council.

Dog Attacks:

The incidence of dog attack on both persons and animals has remained steady in the Colac Otway Shire, but it is known that some instances go unreported. Dog attacks reported to Council involve attacks on persons, dogs and livestock. All dogs are required to be confined to their property. This is a requirement under the *Domestic Animal Act* 1994 and Council will continue to raise awareness of the importance on the need for dogs to be confined. Council will also continue to encourage people to have their dogs de sexed, as this helps to reduce their tendencies to be aggressive and/or break out from their confines. Council has developed guidelines for the seizure of dogs after an attack that takes into account the new provisions under the Crimes Act, Victoria that were amended in 2014.

Dangerous, Menacing & Restricted Breed Dogs:

Council treats all dangerous, menacing and restricted breed dogs very seriously. Council Officers review and update the Victorian Declared Dog Register and monitor the animals recorded on same

to ensure compliance (e.g. suitable containment and signage). Council also undertakes awareness raising activities to help achieve compliance in line with the relevant State legislation.

Euthanasia Rates:

Table 3.6.1.1 on Page 23 of the DAMP shows the high level of euthanasia of impounded cats in the Colac Otway Shire, 74 in 2016-17, but it must be stressed that this includes feral and diseased cats that were handed into Council. These cats cannot be rehoused and distort the true efforts of Council's Officers to rehouse them.

The lower level of cat registration means many cats are not identifiable and are unable to be returned to an owner. Although these figures are still disappointing they have improved by working in partnership with a Local Vet who runs a Cat adoption program that has seen the rehousing of cats improve by 344% (18 in 2011 and 62 in 2017). The level of dog euthanasia was very low in 2016/17 (3 dogs). Unfortunately these dogs were not suitable for rehousing due to behavioural and health issues.

During this period Council rehoused 25 dogs. Council runs an expression of interest register for persons interested in re housing a pet and subsidises the microchip by 50%, offers free registration and also liaises with Local Vets to obtain a subsidised rate for de-sexing and vaccination. Council also utilises local media and face book in advertising animals requiring re-housing. Council uses all local vet businesses to identify potential applicants who may be interested in re housing.

Domestic Animal Businesses:

Domestic animal business registration is controlled by the *Domestic Animal Act* 1994. Council has a zero-tolerance of non-compliance in domestic animal businesses, and will continue to investigate all reports on domestic animal breeding businesses and seek compliance for any non-registered domestic animal business. In the 2016 -2017 period Council conducted inspections on all registered animal business establishments in the municipality.

Emergency Management – Animals:

Domestic animal management in a major emergency can become a significant issue for Council, even though primary responsibility rests on the owners of domestic animals. Confusion, conflict and diverted resources can all result from a failure to consider domestic animals in evacuation and relief centres. The numbers of animals involved in domestic animal businesses could further aggravate these issues. Council has developed plans for domestic animal management in municipal emergencies and will continue to review and improve these plans on lessons learnt through actual events and emergency management training exercises.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Following Council endorsement of the draft DAMP for release a public exhibition process was held for a period of 6 weeks, from 1 September to 13 October 2017. To ensure there was appropriate opportunity for input by a range of stakeholders the following engagement process was applied:

    (a) Communication to stakeholders included:

        (i)   Information on Council's 'Have your say' online engagement page, including online submission form, FAQs, maps and other supporting material

        (ii)   Newspaper advertisement / public notice

        (iii)   Information session for key community stakeholders and affected owners and occupiers

        (iv)   Opportunities provided for key community stakeholders and affected owners and occupiers to book 'one on one' meetings with Council officers.

Hard copies of the document were made available at Council offices, public libraries and were also available for viewing on Council's website. No persons attended the Information session and only one written submission was received in relation to the draft DAMP. The one submitter presented his submission to Council at its 15 November Council briefing. There is no legislative requirements for Council to hear submitters.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Developing and implementing the DAMP will contribute to: Council Plan Theme 2 – Our Places.
In particular it helps provide safe environments which promote community life and enhance well-being. The proposal is also consistent with Colac Otway Shire's long standing commitment to the values of animal welfare.

ENVIRONMENTAL IMPLICATIONS

The impact of feral cats on the natural environment is well documented. Whilst this challenge is very complex the DAMP does strive to implement actions that will not only help protect domestic animals, but also the natural environment.

SOCIAL & CULTURAL IMPLICATIONS

Dogs and cats have been shown to have a clear benefit for people's general health and well-being. They are also shown to be valuable in building social connectedness. The effective management of domestic animals through the implementation of the actions identified in the DAMP will only help further the social benefits of domestic animals in our community.

ECONOMIC IMPLICATIONS

The DAMP does not set or propose to change fees and charges or penalties associated with domestic animal management. Therefore there are no direct economic implications associated with the DAMP for the community.

LEGAL & RISK IMPLICATIONS

Each Council in Victoria is required to submit a DAMP to the Secretary of DEDJTR every 4 years.   The legal requirement to submit the plan is found at Section 68A of the Domestic Animals Act 1994. By developing and implementing the actions identified in the plan Council helps to minimise the risk to the community from issues associated with domestic animal management.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

The actions identified in the DAMP have been developed on the assumption that current resources for Council's Compliance Unit will be maintained. Development of the DAMP has taken into consideration the resource implications for each action and can be delivered with the resources currently allocated for the operations of Council's Compliance Unit.

7. IMPLEMENTATION STRATEGY

DETAILS

A written response will be provided to the person who made a written submission during the public exhibition period that will explain why no changes were needed to be made to the DAMP in order to address their concerns. Council will work with the submitter to address their concerns relating to barking dogs through the existing means available. Subject to Council endorsement, the DAMP will be submitted to the Secretary of DEDJTR.

COMMUNICATION

The Council endorsed DAMP will be placed on Council's website. Hard copies of the DAMP will also be placed in Council offices and at the public libraries in Apollo Bay and Colac. A media release will be issued along with advertising in the Victoria Government Gazette.

TIMELINE

22 November 2017: Council consider endorsement of the DAMP (2017-2021).
December 2017: If endorsed a copy will be sent to the Secretary of DEDJTR.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Colac Otway Shire

Domestic Animal Management Plan

2017 to 2021

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Part 1.   STATUTORY REQUIREMENTS

A four year Domestic Animal Management Plan (DAM Plan) is a statutory requirement for every Victorian municipality under the *Domestic Animal Act* 1994. It is intended to provide Colac Otway Shire Council with a management plan for all dogs, cats and domestic animal businesses within the municipality. Colac Otway Shire Council's existing DAM Plan was adopted by Council in 2013. This current plan is expected to operate from 2017 through to the end of 2021.

The plan addresses responsible pet ownership and animal welfare by focussing on registration, identification, dog attacks, nuisance behaviour, dangerous, menacing and restricted breed dogs, and animal businesses. It also deals with Council's domestic animal control services, authorised officer training, emergency management and matters relating to the enforcement, compliance and evaluation of the Council's control measures.

The *Domestic Animal Act* 1994 sets out the following requirements:

68A   Councils to prepare domestic animal management plans
(1)   Every Council must, in consultation with the Secretary, prepare at four 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 which 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.

Part 2. INTRODUCTION

2.1 Colac Otway Shire – Brief Overview

The Colac Otway Shire is a rural community of approximately 20,000 people centred on the townships of Colac, Apollo Bay, Birregurra, Cressy and other smaller townships. The city of Colac has a population in excess of 10,000 and the next largest centre is Apollo Bay with a population of over 1000. Apollo Bay and the coastal area have a population that swells to over 10,000 in the holiday period. All other centres are small rural towns with populations of less than 1000. The Shire's economy centres on the beef, dairying, agricultural production and agro-forestry industries.

During the financial year (2016-2017) the Council registered 4196 dogs and 1412 cats. During this period 195 dogs were returned to their owners via pound release, 25 unclaimed or surrendered dogs were re-homed and unfortunately 3 dogs were euthanised as they were unsuitable or unable to be re-homed. 7 cats were returned to their owners and 62 were re-homed and 74 were euthanised. The 74 cats that were euthanised included diseased and feral cats. There were a total of 366 Impoundments for the year.

Since the mandatory introduction of micro-chipping of animals in 2007, many animals found at large are able to be reunited with an owner instead of being impounded. This applies to non-habitual offenders and would account for in excess of 200 dogs being returned to owners without having to be impounded.

2.2 Local issues in Domestic Animal Management

The Colac Otway Shire has a number of issues relevant to domestic animal management within the shire. These have been identified by the Local Laws Team to be of particular concern and are:
- Lack of compliance in regard to registration of dogs and cats
- Dogs at large;
- Barking dog issues; and
- Nuisance and feral cats

2.3 Structure of this Plan

The structure of this plan is compliant with the 2012 Template provided by the then Bureau of Animal Welfare of the Department of Primary Industries.

Part 1 of this DAM Plan outlines the legislative requirements for this Plan.

Part 2 gives Council and the community a summary of the municipality, local issues in domestic animal management, a note on the previous Plan, existing controls and services, performance statistics, and the local priorities established.

Part 3 identifies strategies, current situation, future objectives and service activities to be undertaken to achieve Council's priority goals over the next four years.

2.4 Consultation

There has been constant communication, consultation and interviews with stakeholders including Veterinary Clinics, RSPCA Geelong, Vic Rangers Web Site, South West Authorised Officers Group and the Department of Primary Industries (Bureau of Animal Welfare), now known as the Domestic Animal Unit, which is part of the Department of Economic Development, Jobs, Transport and Resources.

The Domestic Animal Management Plan will be released for public comment prior to finalisation.

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2.5 Previous Plan

The last iteration of the DAM Plan was developed for the Colac Otway Shire Council in 2013. Council's existing comprehensive animal management services, outlined in part 2.6 below, operated under the now expiring DAM Plan. Council is now required to prepare a new four year DAM Plan prior to 3 November 2017.

The existing DAM Plan correctly focused Colac Otway Shire Council's limited resources on the key issues confronting the Shire. These included unregistered dogs and cats, dogs at large and dog attacks on people and livestock, cats – both wild and nuisance. These key issues have not altered and remain a priority for Colac Otway Shire Council. Immediate emergency call-out for all dog attack related incidents has been actively operating.

2.6 Existing Domestic Animal Controls

2.6.1 Domestic Animals Act
Council's authorised officers enforce the provisions of the *Domestic Animal Act* 1994 in relation to such matters as dogs and cats at large, dangerous and menacing dogs, restricted breed dogs, registration and identification, animal nuisance and registration of domestic animal businesses. There are multiple offences under the *Domestic Animal Act* 1994 and Council officers seek compliance of this legislation by advice and requests, official warnings, infringement notices and prosecution. It is important that compliance with all sections of the *Domestic Animal Act* 1994 is encouraged in the community, preferably by education rather than enforcement. Council undertakes extensive advertisements both in the print media and radio concerning animal compliance such as registration and nuisance offences.

2.6.2 Council Local Laws
Local Law number 2. (General) addresses animals at section 73 (Part 5) and this section requires persons not to allow dog excrement to remain on a road or Council land and further requires persons to carry a suitable device to collect same when in charge of a dog on a road or Council land. Section 101 to 107 (Part 7) deals with the keeping of animals and section 105 specifically deals with the smell or noise that is created by animals that may be a nuisance.

Our current local law **now** controls the maximum numbers of domestic animals on certain size allotments and excess animal permits. A copy of the control is as follows, (Section 129 of Colac Otway Shire Local Law No. 2)

An *owner* or occupier of land must not without a permit:
keep or allow to be kept any more in number for each type of *animal* as is set out in the following table:

	Animal	Property Size up to .25 (ha)	Property Size .25 (ha) to 1(ha)	Property Size 1 (ha) and above
a	Dogs	3	4	5 (other than dogs kept for working stock/primary production)
b	Cats	3	4	5
c	Poultry	10	20	No Permit Required
d	Roosters	Permit Required	Permit Required	No Permit Required
e	Pigeons	10	20	No Permit Required
f	Sheep or Goats	Permit Required	8	No Permit Required
g	Cattle/Horses & other large animals	Permit Required	4	No Permit Required
h	Pigs	Permit Required	Permit Required	No permit required
i	Reptiles	Subject to the issuing of a license by the Department of Sustainability & Environment (DSE) or relevant authority		

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2.6.3 Council Orders

Council has had an Order made under Section 26 of the *Domestic Animals Act* 1994. It requires dogs to be under effective control by means of a chain, cord or leash in specified areas. The schedule to the Order lists the specific areas and a copy of the Order appearing in the Government Gazette is attached herewith.

2.7   Existing Domestic Animal Services

Colac Otway Shire, through its Local Laws Department, provides the following domestic animal services to the community:
- Registration and identification for domestic dogs and cats, including renewal follow-ups;
- Registration and identification of menacing and restricted breed dogs including renewal and random inspections;
- Dog attack (immediate response - including 24 hour emergency service) and dog at large (as available) call-out services;
- Cat trap hire services;
- Vehicle patrols and nuisance complaint response;
- Re-homing of unwanted or unclaimed pets;
- A domestic animal pound for impounded animals;
- Euthanasia services where no alternative occurs;
- Registration and audits of domestic animal businesses;
- Prevention of cruelty to animals authorisation and initial response for the RSPCA;
- Infringement notice system and where required, prosecution services; and
- Educational and informational services provided, as resources and opportunity allow.

2.8   Domestic Animal Management Statistics

2.8.1 Comments on Table 1 (Below)

Council's key animal management statistics are provided in Table 1 (below). Colac Otway Shire Council's performance is compared to an average of several rural Councils (2011 Statistics), Victoria's major animal welfare agency, the RSPCA (2011Statistics), ten like Councils (in Western Victoria 2008), the State average (2008 most recent figures available).

Recent 2011 statistics from rural Councils and the RSPCA identify that Council is in line with the State average, we acknowledge further improvement relating to rehousing figures would be desirable. Council registration rates appear close to other areas. These numbers are based on a formula estimate, making it difficult to make comparisons on small differences.

2.8.2 Comments on Table 2 (Below)

Table 2 (below) compares the performance of Colac Otway Shire Council in 2013 at the commencement of the existing DAM Plan with the last full year figures of 2016-17.

It can be seen that impoundments have reduced significantly with a 26.65% decrease in impounded dogs (304 down to 223) and a 18.3% reduction in the number of impounded cats (175 down to 143) and there have been noticeable improvements on matters of animal welfare. Registration of dogs is lower, although this could be attributed to removing deceased and relocated animals from the data base.

There has been a pleasing decrease in the percentage of euthanised dogs from 21 to 3 (from 6.9% to 1.3%) and a significant decrease of cats euthanised from 147 to 74.   The statistics relating to cat euthanasia include diseased and feral cats which have no prospect of re housing. Colac Otway Shire now has a relationship with one of the local Veterinarian Practices which has a Cat Adoption program and as a result many of the cats from the pound are rehoused through this program. It is expected this will result in an extra number of about 50 to 70 cats being rehoused annually. In the period July 2016 to June 2017, 47 cats were rehoused via this program. Feral and diseased cats should not factor in the statistic as they cannot be re-housed and only serve to distort the true figures and efforts by Council.

There was 1 prosecution for dog attack on an animal and one for dog rush on a person in 2016-2017 and both were successful. There were 8 prosecutions for dog at large and unregistered dog relating to unpaid infringements.

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2.8.3 Comments on Table 3 (Below)

Table 3 (below) indicates the actual numbers for various categories for the Colac Otway Shire for 2016 and have been used as a benchmark for the targets of the identified priorities for the animal management program.

2.9 Summary Comments

Being a smaller rural council, Colac Otway Council animal management services continue to be under pressure due to resourcing issues. Registration numbers appear to be stable along with offences of dogs at large.   In 2012 there was a concerted effort in regard to compliance for unregistered animals and this has been maintained each year. A substantial number of infringements were issued to identified owners resulting in a substantial drop in offences of dogs at large with impoundments falling dramatically.

Priority actions identified from Table 1 and 2 include increased focus on welfare outcomes for impounded animals, including return to owner which has been maintained and re-housing options which have improved, in particular the number of cats rehoused. There has been an on-going focus on dogs at large, a more rigorous enforcement program, better education and positive incentive programs to achieve greater compliance.

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Table 1 Animal Management Statistics

	Colac Otway Shire 2016-2017	Average selected rural Councils 2011[@]	RSPCA All Sites 2011	Ten like Western Victorian Councils 2008[#]	State Average 2008 - Latest Figures (Includes-Metro Stats)
Population	20,255	34,882	N/A	9,887	58,400
Area	3,433km^2	2,695 km^2	N/A	3,865 km^2	3,200
No. of Households	8874-2016 projections	18,014	N/A	N/A	N/A
No. of EFT Authorised Officers (4 x50%)	2	Figures unavailable	N/A	1.83	2.98
Hours training per EFT p.a.	50	N/A	N/A	38	62
No. of registered dogs. 2016-2017	4196(82%)	5,845 (73%)	N/A	2,404 (90%)	7,384
Estimated owned dog population *	5111 - 2016 figures	7,955	N/A	2,685	576 per 1000 households
No. of registered cats 2016-2017	1412(41.6%)	1,400 (25%)	N/A	689 (53%)	3,324
Estimated owned cat population *	3392 – 2016 figures	5,572	N/A	1,295	382 per 1000 households
No. of registered declared dogs	Restricted breed dogs(Nil) Danger. dogs 8 Menacing dogs 10	Figures unavailable	N/A	1.1	N/A
No. of Infringements issued	171 (3.04%)	590 (8%)	N/A	N/A	2% of registered animals
No. of prosecutions completed in	10	N/A	N/A	1.3	N/A
No. of successful prosecutions	10	N/A	N/A	1.3	N/A
No. of impoundments (dogs).	223	516	16,872	132	485
No. of dogs returned to owner	195(87.44%)	335 (65%)	8,851 (81%)	67 (51%)	53.0%
No. of dogs rehoused	25(11.21%)	80 (15%)	4,665 (27%)	18.5 (14%)	13.0%
No. of dogs euthanised	3(1.34%)	100 (19%)	2,893 (17%)	46.9 (36%)	34.0%
No. of impoundments (cats)	143	238	14,885	116.1	269
No. of cats returned to owner	7(4.9%)	29 (12%)	819 (5%)	12 (10.3%)	11.5%
No. of cats rehoused	62(43.35%)	22 (30%)	4,668 (31%)	18 (15.5%)	15.5%
No. of cats euthanised	74(51.75%)	140 (59%)	8,527 (55%)	91 (78%)	73.0%

Notes on Table 1
Blank spaces mean figures are not available or not applicable.
*Department of Primary Industry has developed a formula for calculating the numbers of domestic animals per household to assist in calculating domestic animal numbers to be registered with Council.

DPI Formula
Number of dwellings X 1.44 X 40% for dogs.

Number of dwellings X 1.47 X 26% for cats.

Applied to Colac Otway Shire
8874 X 1.44 X 40%= 5111.
Actual Registered Dogs = 4196(2016-17)
8874 X 1.47 X 26%= 3392.
Actual Registered Cats =   1412(2016-17)

[#]Statistics from Harlock and Jackson's 2008 survey (including BIS Shrapnel report of 2006) as in DAM Plan of 10 western Victorian Councils, including Colac Otway Shire Council. This survey matches the latest state figures available (July 2012 correspondence from Bureau of Animal Welfare, DPI).
[@]Latest 2011 statistics obtainable from the following rural Councils: Campaspe and Bass Coast
Staffing and Organisational Structure are provided within the document.

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Table 2 Colac Otway Shire 2010-11 to 2015-16 compared

	Colac Otway Shire 2010-11	Colac Otway Shire 2016-2017	Difference
No. of registered dogs.	4821	4196	13% decrease
Estimated owned dog population *	4711	5111	
No. of registered cats	1485	1412	4.92% decrease
Estimated owned cat population *	3126	3392	
No. of registered declared dogs	14	18	28.6% increase
No. of prosecutions completed in	8	10	25% increase
No. of successful prosecutions	8	10	25% increase
No. of impoundments (dogs).	304	223	26.6% decrease
No. of dogs returned to owner	245	195	20.4% decrease
No. of dogs rehoused	38	25	34.2% decrease
No. of dogs euthanised	21	3	85.7% decrease
No. of impoundments (cats)	175	143	18.3% decrease
No. of cats returned to owner	10	7	30% decrease
No. of cats rehoused	18	62	344.4% increase
No. of cats euthanised	147	74	50% decrease

Table 3 Colac Otway Shire Council 2015 – 2016

Activity	Total Number
Number of registered dogs	4196
Number of registered cats	1412
Number of reported dog on dog attacks	8
Number of reported dog on people attacks	1 (Dog Rush)
Number of reported dog on livestock attacks	1
Number of reported cats wandering at large	N/A
Number of reported dogs wandering at large	N/A
Number of wild cats caught or reported	74
Number of registered animal breeding businesses	0

2.10 Priorities in Domestic Animal Management

Council's priorities were made clear in community, stakeholder and internal consultation. The Council's statistical performance relative to neighbouring and like Councils, State Averages and the RSPCA reinforces these priorities. Despite limited resources and a large geographical area, the following priorities were identified for the period of the new DAM Plan.

- To Improve animal management officer training;
- To decrease number of unregistered dogs and cats;
- To decrease dogs and cats wandering at large;
- To decrease wild cat population;
- To encourage de sexing of domestic animals;
- To decrease the risks of attacks by dogs on people and animals;
- To decrease the euthanasia rates for dogs and cats;
- To ensure registration of all domestic animal businesses; and
- To monitor, evaluate and report performance.

These priorities underlie Part 3 of this Plan, the Action Plan (which uses the 2012 template provided by the then Animal Welfare Bureau of the Department of Primary Industries). Measurable and achievable targets, as well as proposed implementation actions are given in the Four Year Action Plan in Part 3.

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Part 3. ACTION PLAN

The following four year Action Plan is structured according to the 2012 Template provided by the then Bureau of Animal Welfare or the Department of Primary Industries. The Action Plan is focused on the following nine areas:

- Training of Officers;
- Registration and Identification of animals;
- Nuisance animals;
- Dog attacks;
- Dangerous, Menacing and Restricted Breed Dogs;
- Overpopulation and high Euthanasia;
- Domestic Animals Businesses;
- Other matters (Emergency Management Plans); and
- Annual Review of Plan and Annual Reporting.

Colac Otway Shire is a rural Council with limitations on resources. Each of Council's Animal management staff have many other responsibilities, both administrative and in the community, including Local Laws, Parking enforcement, Livestock compliance, Environment Protection compliance, Permit processing and Prosecution duties. In part 2 of this plan the number of Officers are described as 4 Officers who spend half their time on Domestic Animal Management. This equates to 2 full time Domestic Animal Management Officers (Table 1).

The heavily committed Local Laws Unit has limited opportunity and resources to undertake additional service activities. Maintaining the existing services is of itself an ongoing challenge.

This Action Plan is targeted to provide the maintenance and improvement of basic animal management services and controls within the municipality as outlined in the priorities identified in Part 2.9 above.

3.1 TRAINING OF AUTHORISED OFFICERS

This section outlines 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.

Compliant with 68(A)(2)(b) of the *Domestic Animals Act* 1994.

3.1.1 CURRENT SITUATION

All Animal Management Officers are suitably qualified and all hold a Certificate IV in Animal Control and Regulation and a Certificate IV in Statutory Compliance. Two officers have extensive history and experience with the Victoria Police with over 53 years combined experience including a combined period of 35 years as qualified Detectives.

One officer has in the past completed a Diploma of Government (Investigations) and successfully completed the Court Procedure and Prosecutors Course conducted by Associated Training Consultants. Officers have a diverse background in a variety of fields such as Dairying, Beef farming, Dog Breeding and horse handling/training.

Officers are members of the Vic Rangers group and actively participate and access the educational and problem solving web site in order to deal with a variety of situations. Officers also attend conferences conducted by the South West Authorised Officer Group that are educational and informative with a variety of presentations and many guest speakers.

Below is the current organisational structure and the list of relevant staff

Staff
Compliance Unit Co Coordinator (1)
Compliance Unit Officers (3)
Compliance Unit Administration (1)

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Duties of all officers include responsibilities under a large variety of legislation. Domestic Animal Management services forms only a part of each role. These responsibilities includes Local Laws, parking control, Livestock controls, Litter controls, footpath permits, Infringement prosecutions, administration duties, operation of the pound, fire prevention , and numerous other activities.

COLAC OTWAY SHIRE'S – ANIMAL MANAGEMENT STAFFING & OPERATIONAL STRUCTURE

```
                    ┌─────────────────────┐
                    │  CHIEF EXECUTIVE    │
                    │     OFFICER         │
                    └─────────────────────┘
                              │
                    ┌─────────────────────┐
                    │  General Manager    │
                    │ Sustainable Planning and │
                    │    Development      │
                    └─────────────────────┘
                              │
                    ┌─────────────────────┐
                    │     Manager         │
                    │  Environment and    │
                    │ Community Safety    │
                    └─────────────────────┘
                              │
                    ┌─────────────────────┐
                    │ Compliance Unit, Co-│
                    │    Coordinator      │
                    └─────────────────────┘
                              │
                    ┌─────────────────────┐
                    │ Senior Compliance   │
                    │/Prosecution officer x 1,│
                    │Compliance Officer x 2.│
                    └─────────────────────┘
                              │
                    ┌─────────────────────┐
                    │  Compliance Unit    │
                    │  Administration     │
                    └─────────────────────┘
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3.1.2 CURRENT AND PLANNED TRAINING

Authorised Officer Training - Basic	2016	Planned (state when)
Certificate IV in Animal Control and Regulation (RUV40104) Officer 1 Officer 2 Officer 3 Officer 4	All staff Qualified	
OH&S training – dealing with aggressive customers Officer 1 Officer 2 Officer 3 Officer 4	Provided to all staff	Ongoing and when required
Customer service training – conflict resolution, telephone speak Officer 1 Officer 2 Officer 3 Officer 4	Provided to all staff	Ongoing and when required
Bureau of Animal Welfare – training and information days Officer 1 Officer 2 Officer 3 Officer 4	Training and information days attended to by selected staff	Attend relevant Courses
Induction program for new staff Officer 3	Provided and completed	
Diploma in Government (Investigations) PSP51704 Officer 2	Qualified	
Certificate IV in Government (Statutory Compliance) PSP 41404 Officer 1 Officer 2 Officer 3 Officer 4	Qualified Qualified Qualified Qualified	
Industry training – time management Officer 1 Officer 2 Officer 3 Officer 4	Provided to all staff	
Court Procedure and Prosecutors Course – Associated Training Consultants Officer 2	Qualified	
Canine Anatomy and Identification Training Day Officer's 1,2,3 and 4 attended	All qualified	
DNA training for all officers to be undertaken as per Domestic Animals Act 1994	To attend course when same becomes available	As soon as possible

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3.1.3 OUR PLANS

Objective 1: Council will maintain the current skills and qualifications of Authorised Animal Management Officers and will encourage further study and enhancement of current skills and qualifications and where opportunity exists attend relevant courses, conferences and seminars

Activity	When	Evaluation
Review and Benchmark Current training levels Provide relevant training as identified/required in consultation with Manager of Environment and Community Safety	Dec 2018 and then annually	Evaluation/Report – Measure and report on results The annual review of this plan and the benchmarking with others will assist in identifying required or improved skills or qualifications relevant to the position
Community – Ensure Best Practice is applied to improve customer relations Aim to improve/enhance customer relations	Dec 2018 and then annually	Evaluation/Report- Monitor, record and report on results
Workload – Identify a relevant and sustainable workload within the limitations of the resources available	Dec 2018 and then annually	Evaluation/Report- Monitor, record and report on results The annual review of the plan will identify shortfalls in the ability to deliver the required service by the Officers and what additional training/resources are required

3.2   REGISTRATION AND IDENTIFICATION

This section outlines programs, services and strategies to encourage the registration and identification of dogs and cats.

Compliant with Section 68A(2)(c)(v) of the *Domestic Animals Act* 1994, - also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

3.2.1 CURRENT SITUATION

3.2.1.1   Our current data
Colac Otway Shire Council 2011 to 2016 compared (see full Table in Part 2.8 above)

	Colac Otway Shire 2010-11	Colac Otway Shire 2016-2017	Difference
No. of registered dogs.	4821	4196	- 13%
Estimated owned dog population	4711	5111	
No. of registered cats	1485	1412	- 4.92%
Estimated owned cat population	3126	3392	

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3.2.1.2 Our current Orders, Local Laws, Council Policies and Procedures

Council has no Orders or Local Laws relevant to the registration of cats and dogs. Council's current controls are under the *Domestic Animals Act* 1994, Council currently provides:
- Registration and identification for dogs and cats, including renewal follow ups;
- Registration and identification of menacing and restricted breed dogs including renewal and random inspections;

3.2.1.3 Our current Education/Promotion Activities

Council currently provides education and information services in the following manner:
- Advertisements in the local print media and local radio
- Animal information pamphlets made available at local events/shows/fairs
- Information pamphlets/packages available at Council Offices/Pound
- Direct communication and interaction by Authorised Officers with the Community
- Quarterly Newsletter to Colac Otway Shire residents that include Domestic Animal issues/rehousing/ and registration requirements
- Colac Otway Shire Web Page can raise/discuss relevant issues

3.2.1.4 Our current Compliance Activities

Council currently provides:
- Renewal follow-ups for registration and identification for domestic dogs and cats;
- Vehicle patrols re dogs at large;
- Nuisance complaint response and investigation;
- Domestic animal pound facility;
- Cat trap hire services;
- Infringement notice system;
- Prosecution service for infringement offences;

3.2.1.5 Summary

Registration of animals in 2011 to 2017 shows a decrease in dogs of 13%. The number of registered cats has decreased from 1485 (2011) to 1412 (2017). This is a decrease of 4.92%.

Whilst using the accepted formula to forecast the number of dogs within the shire it shows that we have a compliance rate of 82% in respect of dog registrations, albeit it appears very good it is widely accepted that we still have many unregistered dogs particularly in the rural and remote areas. These figures relate to the 2011 census and the figures for 2016 have not been released by the Australian Bureau of Statistics to date. When released they will be re-evaluated.

Using the accepted formula to forecast the number of cats within the shire it shows we have a compliance rate of 41.6% which is comparable to other Councils based on the 2011 figures. This will be re-evaluated on the release of new data from the Australian Bureau of Statistics.

Many departed and deceased animals have been removed from the system as a result of follow up inspections and inquiries. This could account for the reduction in numbers.

Council plans from now include maintaining a greater level of enforcement commenced in 2012, broader and effective community education and positive incentive programs to achieve greater compliance.

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3.2.2 OUR PLANS

Objective: To gain compliance, with a greater percentage of all registered dogs and cats

Activity	When	Evaluation
Benchmark 2017 - 4196 dogs and 1412 cats Evaluate against other comparative shires	Dec 2018	Check records and measure results
Community Door Knocks Random inspections Targeted inspections	Dec 2018 then annually	Check records and measure results
Promotion/publicity Media Articles On hold messages Mail outs Website updates Distribution of pamphlets/flyers	Dec 2018	Number of media articles Record mail outs Number of web site updates Record relevant distribution of pamphlets and fliers and information packages Check record and measure results
Education Continue an education program in conjunction with Shire Staff, and relevant interest groups	Dec 2018 and then annually	Work with identified groups to continue education program Measure and report on results
Enforcement Random and planned inspections Reminder notices Conduct investigations and regular patrols Seek compliance of this legislation by official warnings, infringement notices and prosecution	Dec 2018, then annually	Planned inspections for compliance and non-renewal Maintain Official warning register Continue to support prosecution of unpaid infringement offences Measure and report on results

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3.3 NUISANCE

This section outlines programs, services and strategies to minimise the potential for dogs and cats to create a nuisance.

Compliant with section 68A(2)(c)(vi) of the *Domestic Animals Act* 1994 - also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

3.3.1 CURRENT SITUATION

3.3.1.1 Our current data
Colac Otway Shire 2010–2011 to 2016-2017 compared (see full Table in Part 2.8 above)

	Colac Otway Shire 2010-11	Colac Otway Shire 2016-2017	Difference
No. of registered dogs.	4821	4196	Decrease 13%
Estimated owned dog population	4711	5111	
No. of registered cats	1485	1412	Decrease 4.92%
Estimated owned cat population	3126	3392	
No. of registered declared dogs	14	18	28.6% increase
No. of prosecutions completed in	8	10	25% increase
No. of successful prosecutions	8	10	25% increase
No. of impoundments (dogs).	304	223	Decrease 26.6%
No. of dogs returned to owner	245 (80.6%)	195 (87.44%)	Decrease 20.4% based on overall numbers not % of impoundments
No. of impoundments (cats)	175	143	Decrease 18.3%
No. of cats returned to owner	10 (5.7%)	7 (4.9%)	Decrease 30%

3.3.1.2 Our current Orders, Local Laws, Council Policies and Procedures
Council has an order made under Section 26 of the Domestic Animals Act 1994, requiring dogs to be under effective control by means of a chain, cord or leash in a specified area. The areas are listed in the notice in the Government Gazette G 49 dated 8 December 2005 - 2851. Support documents are attached herewith.

Local Law number 2. (General) addresses animals at section 73 (Part 5) and this section requires person not to allow dog excrement to remain on a road or Council land and further requires persons to carry a suitable device to collect same when in charge of a dog on a road or Council land. Section 101 to 107 (Part 7) deals with the keeping of animals and section 105 specifically deals with the smell or noise that is created by animals that may be a nuisance.

Our current local law now controls the maximum numbers of domestic animals on certain size allotments and excess animal permits. Copy of same attached.

3.3.1.3 Our current Education/Promotion Activities
Council currently undertakes the following educational and promotional activities in support of nuisance offences:
- Advertising in the print media
- Distribution of specific educational packs relating to nuisance offences
- Use of on-hold messages and Council's website to inform pet owners
- Education and information services provided, as resources and opportunity allow
- Dog excrement bag dispensers located in high dog activity areas

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3.3.1.4 Our current Compliance Activities

Council treats the issue of animal nuisance very seriously. The type of complaints regularly received are dogs at large, dogs barking (noise complaint), dogs fouling nature strips/footpaths and feral cat problems. Council currently undertakes the following compliance activities in support of nuisance offences:

- Vehicle patrols and nuisance complaint response;
- Dog attack (Immediate response – 24 hour – After hours – On Call Officer)
- Dog at large (After hours call out – discretionary attendance)
- Registration and identification of menacing and restricted breed dogs including checks to ensure compliance with legislation requirements;
- Cat trap hire service
- Prevention of cruelty to animals authorisation and initial response to complaints on behalf of the RSPCA
- Infringement Notice System
- Prosecution Services
- Domestic Animal Pound for impounded animals

3.3.1.5 Summary

The majority of complaints received by Council relate to dogs at large and barking dog complaints. These complaints are monitored through the Council Merit system. The feral/abandoned, unwanted and unregistered cat population also register considerable complaints. Since the installation of dog excrement bags via dispensers in areas of high traffic by dogs there has been a noticeable compliance with the cleaning up of dog excrement.

The issue of dogs at large are quickly resolved either by returning the dog home or impoundment and consideration for an infringement for a dog at large which currently stands at $238.00 (Daytime) and $317.00 (Night time).

The issue of noise complaint by barking dogs is difficult to police, requires an extensive investigation and quite often the complainant/s are reluctant to become involved in a court process. Many complainants do not wish to be identified and the penalty by way of infringement is minimal. Council has developed a barking dog package for the information of complainants and offending owners alike. Council guidelines advise on how the complaint will be handled.

3.3.2 OUR PLANS

To reduce the number of dogs and cats at large and deal with barking dog complaints in a timely manner.

The issue of dogs at large presents problems of dog attacks on other animals, livestock and persons. They can also cause a serious incident when wandering on roads. Considerable time and resources are deployed by Council addressing this problem. Many people have an absolute fear of dogs and the mere sight of a dog at large can cause fear and panic to many people whether warranted or not.

The issue of cats wandering and feral cats is the subject of many complaints due to the fouling of gardens/yards, attack on their own cat by the offending cat, destruction of wildlife and spread of disease.

Council will ensure the community is educated on the importance of animal confinement and information packages/pamphlets will be made available from Council offices and other relevant locations.

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Objective 1: Reduce number of dogs and cats at large

Activity	When	Evaluation
Benchmark against other comparative Councils reports of animals at large for period 2016-2017	Dec 2018, and then annually	Measure and report on results
Community Advise owners by way of documentation (Pamphlets/flyers) Documentation to be given to owners on return of dogs found at large (Not impounded) Documentation to be provided to owners when dogs released from pound.	Dec 2018, and then annually	Measure and report results in annual review of this plan
Education Establish relationship with Dog Obedience Club/Dog Trainers and Dog walkers and have information disseminated by same. Provide relevant information to new owners	Dec 2018, and then annually	Evaluate work with identified groups Information sent to new owners Measure and report on results
Publicity and Promotion Media articles Mail out with Council rates/quarterly newsletter Website update On hold messages Distribute relevant flyers and pamphlets Establish relationship with local vets re responsible ownership	Dec 2018, and then annually	Record media articles Mail outs achieved Web site information Vet assistance regarding issue Measure and report on results
Enforcement Official Warnings Regular patrols for offences and also as deterrent Gain compliance by official warnings, infringements and prosecution where required	Dec 2018, and then annually	Compare number of offences from previous years. Number of warnings issued Number of infringements issued Number of prosecutions Measure and report on results

Objective 2: Improved response and outcomes to barking dog complaints

Activity	When	Evaluation
Benchmark against comparative shires complaints received for 2016-7 41 Complaints received in 2015-6	Dec 2018 and then annually	Measure and report on results
Community Direct interaction with complainants and offending parties regarding compliance	Dec 2018 and then annually	Measure and report on results
Education Distribute educational package developed by Council to complainants and offending parties for benefits and advice	Dec 2018 and then annually	Measure and report on results
Promotion / Publicity Media articles On hold messages Mail-outs with registration renewals Issue specific flyers, pamphlets and information packages Use local vets to encourage and educate re responsible pet ownership	Dec 2018 and then annually	Record number of media releases Mail-out data Distribution of information kit Assess relationship between Council and Local vets Measure and report on results
Enforcement Official Warnings Infringements Prosecutions	Dec 2018 and then annually	Measure and report on results

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3.4 Dog Attacks

This section outlines programs, services and strategies to minimise the risk of attacks by dogs on people and animals.

Compliant with Section 68A(2)(c)(iii) of the *Domestic Animal Act* 1994, (and also Section 68A(2)(a),(c)(i),(c)(ii),(d),(f).

3.4.1 CURRENT SITUATION

3.4.1.1   Our data
Colac Otway Shire Council 2010 to 2011 compared to (see full Table in Part 2.8 above)
Colac Otway Shire Council 2015 – 2016 (see full Table in Part 2.8 above)

	Shire of Colac Otway Shire 2010-11	Shire of Colac Otway 2016-17	Difference
No. of registered dogs.	4821	4196	-13%
Estimated owned dog population	4711	5111	
No. of registered declared dogs	14	18	28.6% increase
No. of prosecutions completed in	5	10	100% Increase
No. of successful prosecutions	5	10	
No. of impoundments (dogs).	304	223	26.6% decrease
No. of dogs returned to owner	245	195	20.6% decrease

Activity	Total Number
Number of reported dog on dog attacks	7
Number of reported dog on people attacks	1 prosecuted in Court (Dog Rush), 1 x infringement.
Number of reported dog on livestock attacks	1 Prosecuted in Court(dog on horse)

3.4.1.2   Our Orders, Local Laws, Council Policies and Procedures
Council currently enforces the provisions of the Domestic Animals Act 1994 in regard to dog attacks. All reported dog attacks are investigated and appropriate action in line with legislation is taken. Council has developed a guideline for Authorised Officers in regard to seizure of offending dogs after an attack.

3.4.1.3   Our Education/Promotion Activities
Council currently undertakes the following educational and promotional activities in support of dog attack issues:
  – use of on-hold messages and Council's website to inform pet owners;
  – Education and information services provided, as resources and opportunity allow.
  – Use of media advertising and Court results

3.4.1.4   Our Compliance Activities
Council treats the issues of dog attack very seriously. Council currently undertakes the following compliance activities in support of nuisance offences:
  – vehicle patrols and nuisance complaint response;
  – dog attack (immediate - including 24 hour emergency service) and dog at large (Discretionary) call-out services;
  – registration and identification of menacing and restricted breed dogs including monitoring of declared animal and spot checks;
  – infringement notice system;
  – a domestic animal pound for impounded animals;
  – prosecution of serious dog attacks

3.4.1.5   Summary

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The number of dog attacks has remained relatively low within the shire with no outstanding incidents and no serious injuries to persons reported.   Confinement of dogs is a priority because the instances of wandering dogs increases risk to other pets, humans and livestock, and consumes time and resources of Compliance Officers. De sexed animals are less likely to wander so Council will continue to encourage people to have their pet de sexed. Council will ensure there is information available on the importance of animal confinement at Council service centres and other key locations.

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3.4.2 OUR PLANS

Objective 1: To decrease dog attacks on people and animals.

The incidence of dog attack on both persons and animals is steady in the Colac Otway Shire and it is accepted that some are still unreported. Often when a dog attack is reported, officers find that it is a recurrence of an offence that went unreported previously. Had the initial attack/s been reported, subsequent attacks may have been averted.

Dog attacks continue to be reported to Council involving attacks on persons, dogs and livestock. Several cases could not be prosecuted in the Magistrates Court because of a public reluctance to appear in court. Without a victim Council officers cannot prosecute.

All dogs are required to be confined to their property. This is a requirement under the *Domestic Animal Act* 1994 and Council will continue to place importance on the need for dogs to be confined. Council will encourage people to have their dogs de sexed, as this helps to reduce their tendencies to wander and be at large.

Council has developed guidelines for the seizure of dogs after an attack to limit the repetition of an attack or the hiding of a dog from the Authorities. This will also take into account the new provisions under the Crimes Act, Victoria.

Activity	When	Evaluation (and Targets)
Benchmark against comparative municipalities 1 reported dog attack on livestock 7 reported dog on dog attacks 2 reported dog on people attacks (dog rush)	Dec 2018, then annually	Measure and report on results
Community Use media and relationships with Local hospitals and Doctors to encourage and ensure reporting of dog attacks on persons educate community about dog confinement and problem and penalties for dog attack Develop further relationship with local vets	Dec 2018, then annually	Further develop the relationship between Council and local vets, Hospitals and Medical Clinics to ensure increases in reported dog attacks from 2012 onwards Measure and report on results in the annual review of this Plan.
Educational programs with parties who may be aware of incidents such at Hospitals, Doctors and Vet clinics	Dec 2018, then annually	Provide education for responsible pet ownership Record level of distribution of relevant information Measure and report on results
Promotion / Publicity media articles on-hold messages mail-outs with Council rates website updates issue specific flyers and brochures Use Vet Clinics to encourage dog-on-dog attack reporting.	Dec 2018, then annually	Record numbers of media articles Annual mail-out with Council rates Monthly website updates New owner information kit developed Monitor the relationship between Council and relevant agencies to ensure reporting of dog attacks Measure and report on results in the annual review of this Plan.
Enforcement Doorknocking and random domestic animal registration inspections Reminder notices Set up official warning register Conduct investigations and regular patrols Seek compliance of this legislation by official warnings, infringement notices and prosecution	Dec 2018, then annually	Reduce number of dog attacks on 2011 base year Random domestic animal registration inspections established Official warning register set up Continue to support prosecution unit Periodic report to Executive Measure and report on results in the annual review of this Plan

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3.5 Dangerous, Menacing and Restricted Breed Dogs

This section outlines programs, services and strategies to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in the district and to ensure that these dogs are kept in compliance with this Act and the regulations.

Compliant with Section 68A(2)(c)(vii) of the *Domestic Animal Act* 1994, (and also Section 68A(2)(a),(c)(i),(c)(ii),(d),(f).

3.5.1 CURRENT SITUATION

3.5.1.1 Our data
Colac Otway Shire Council 2010-11 to 2015-6 compared (see full Table in Part 2.8 above)

	Shire of Colac Otway 2010-11	Shire of Colac Otway 2016-2017	Difference
No. of registered dogs.	4821	4196	13% decrease
Estimated owned dog population	4711	5111	
No. of registered declared dogs	14	18	28.6% increase

3.5.1.2 Our Orders, Local Laws, Council Policies and Procedures
Dangerous, menacing and restricted breed dogs are controlled by the *Domestic Animal Act* 1994. Council will ensure that declared dogs are kept in compliance with the Act.

3.5.1.3 Our Education/Promotion Activities
Council currently undertakes the following educational and promotional activities, including providing information of dangerous, menacing and restricted breed dogs:
- Use of Media to inform the community of their responsibilities and the consequences of non-compliance;
- Distribution of pamphlets and flyers with relevant information;
- use of on-hold messages and Council's website to inform pet owners;
- Education and information services provided, as resources and opportunity allow.

3.5.1.4 Our Compliance Activities
Council treats all dangerous, menacing and restricted breed dogs very seriously. Council currently undertakes the following compliance activities in support of such offences:
- vehicle patrols and complaint response;
- dog attack (immediate - including 24 hour emergency service) and dog at large (as available) call-out services;
- registration and identification of menacing and restricted breed dogs including monitoring of declared dogs to ensure compliance; and
- Infringement notice system;
- Prosecution services where required.

3.5.1.5 Summary
Council currently reviews the Victorian Declared Dog Register and monitors the animals recorded on same and ensures compliance is being adhered to. Council's promotional, educational, community and enforcement activities are all targeted at achieving compliance in line with the relevant State legislation involving these matters.

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3.5.2 OUR PLANS

Objective: To ensure all dangerous, menacing and restricted breed dogs are identified and kept in compliance with the Domestic Animal Act 1994.

Activity	When	Evaluation (and Targets)
Community Education about dangerous menacing and restricted breed dogs via media, newsletters, and pamphlets. Contact with relevant stakeholders, i.e. Vets, Dog training groups	Dec 2018, then annually	Measure and report on results in the annual review of this Plan.
Education Media related articles On hold messages and Web Page updates Distribution of relevant pamphlets and flyers	Dec 2018, Then annually	Provide education for responsible pet ownership Work with identified groups Record number of school visits Measure and report on results
Promotion / Publicity media articles, on-hold messages mail-outs with Council rates website updates issue specific flyers and brochures Use Vet Clinics to encourage responsible pet ownership.	Dec 2018, then annually	Record numbers of media articles Annual mail-out with Council rates Monthly website updates New owner information kit done Monitor the relationship between Council and local vets Measure and report on results in the annual review of this Plan.
Enforcement Doorknocking and random domestic animal registration inspections Reminder notices Official warning register Conduct investigations and regular patrols Seek compliance of this legislation by official warnings, infringement notices and prosecution	Dec 2018, then annually	Reduce number of dog and cat at large and dog attacks from 2012 base year Official warning register set up Continue to support prosecution unit Measure and report on results in the annual review of this Plan

3.6   Overpopulation and High Euthanasia

This section outlines programs, services and strategies to address any over-population and high euthanasia rates for dogs and cats.

Compliant with Section 68A(2)(c)(iv) of the Domestic Animal Act 1994, and also Section 68A(2)(a),(c)(i),(c)(ii),(d),(f).

3.6.1 CURRENT SITUATION

3.6.1.1   Our data

Colac Otway Shire Council 2010-11 to 2016-7 compared (see full Table in Part 2.8 above).

	Shire of Colac Otway 2010-11	Shire of Colac Otway 2016-2017	Difference
No. of registered dogs.	4821	4196	-13%
Estimated owned dog population *	4711	5111	
No. of registered cats	1485	1412	-4.92%
Estimated owned cat population *	3126	3392	
No. of impoundments (dogs).	304	223	-26.6%
No. of dogs returned to owner	245	195	-20.4%
No. of dogs rehoused	38	25	-34.2%
No. of dogs euthanised	21	3	-85.7%
No. of impoundments (cats)	175	143	-18.3%

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No. of cats returned to owner	10	7	-30%
No. of cats rehoused	18	62	+344.44%
No. of cats euthanised	147	74	-50%

3.6.1.2   Orders, Local Laws, Council Policies and Procedures

Council's pound and euthanasia policies are guided by the *Domestic Animal Act* 1994. Council policy is to, wherever possible, return any lost or seized at-large animal to its owner. However, registration and identification is essential.

3.6.1.3   Our Education/Promotion Activities

Council's promotion of registration and micro chipping strongly emphasises the return of lost pets. Council currently undertakes the following educational and promotional activities in support of nuisance offences:

- Print Media and Radio advertising
- use of on-hold messages and Council's website to inform pet owners;
- Education and information services provided, as resources and opportunity allow.

3.6.1.4   Our Compliance Activities

Council regards its current euthanasia rate as acceptable. Council currently undertakes the following compliance activities in support of increasing registration and thereby reducing euthanasia rates:

- renewal follow-ups for registration and identification for domestic dogs and cats;
- vehicle patrols and nuisance complaint response;
- a domestic animal pound for impounded animals;
- infringement notice system
- Prosecution services.

3.6.1.5   Summary

The Table above clearly indicates the high level of euthanasia of impounded cats in the Colac Otway Shire. 147 in 2010-11, but it must be stressed that this includes feral and diseased cats that are handed into Council. These cats cannot be rehoused and distort the true efforts of Council to rehouse animals. The low level of cat registration means many cats are not identifiable and are unable to be returned to an owner.   This has been vastly improved with a partnership with a Local Vet and his Cat adoption program and rehousing of cats has moved from 18 to 62.

The level of dog euthanasia sits at 1.34% (3 dogs) and this includes dogs that were not suitable for rehousing (involved in attacks etc.) and this again distorts the true efforts of Council.   During this period Council rehoused 25 dogs which is an acceptable level.

Our efforts again in 2016-2017 were of an acceptable standard, 25 (11.21%) dogs rehoused and only 3 (1.34%) of dogs euthanised. In regard to cats 62(43.75%) were rehoused. Cat euthanasia was 74(50%). Council runs an expression of interest register for persons interested in re housing a pet and subsidises the microchip by 50%, offers free registration and also liaises with Local Vets to obtain a subsidised rate for de sexing and vaccination.

Council also utilises local media and Facebook in advertising animals requiring re-housing.

Council has established a relationship with a local vet who runs a cat adoption program and many of Councils cats are re homed through this program. This has dramatically reduced our euthanasia rate.

Council also uses all local vet businesses to identify potential applicants who may be interested in re housing.

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3.6.2 OUR PLANS

Objective: To decrease euthanasia rates of seized animals.
Council plans to achieve this objective by increasing the registration rates, which will allow identification and return to owners.

Activity	When	Evaluation (and Targets)
Benchmark 2017: 3 dogs, 74 domestic cats	Dec 2018, then annually	Reduce euthanasia rates for impounded dogs and cats Measure and report on results
Community Greater attempts to be made to find owners or rehouse Investigate rehousing options rather than euthanasia Work with identified interest groups	Dec 2018, then annually	Local Laws officers to investigate rehousing options Measure and report on results in the annual review of this Plan
Education Education in conjunction with registration follow-ups phone and door knocking.	Dec 2018, then annually	Measure and report on results
Promotion / Publicity esp. re. registration Media articles on-hold messages mail-outs with Council rates website updates (Facebook) issue specific flyers and brochures	Dec 2018, then annually	Record numbers of media articles Annual mail-out with Council rates Monthly website updates New owner information kit developed Measure and report on results in the annual review of this Plan.
Enforcement re. Registration Doorknocking Reminder notices Conduct investigations and regular patrols Seek compliance of this legislation by official warnings, infringement notices and prosecution	Dec 2018, then annually	Establish random domestic animal registration inspections Set up official warning register Develop prosecution unit Periodic report to Executive Measure and report on results in the annual review of this Plan

3.7 Domestic Animal Businesses

This section outlines programs, services and strategies which the Council intends to pursue in its municipal district to ensure that people comply with this Act, the regulations and any related legislation.

Compliant with Section 68A(2)(c)(ii) of the Domestic Animal Act 1994, and also Section 68A(2)(a),(c)(i),(d),(f).

3.7.1 CURRENT SITUATION

3.7.1.1 Our data

Council currently has one registered Boarding facility (Cats) and two registered Pet shops and the Council Pound facility.

3.7.1.2 Our Orders, Local Laws, Council Policies and Procedures

Domestic animal business registration is controlled by the *Domestic Animal Act* 1994. Council has a zero-tolerance of non-compliance in domestic animal businesses, and will continue to investigate all reports on domestic animal breeding businesses and seek compliance for any non-registered domestic animal business by conducting door knocks and property inspections.

3.7.1.3 Our Education/Promotion Activities

Council provides information and guidance to every domestic animal business on the necessity of registration, the procedure and the requirements to be fulfilled under the Act.

3.7.1.4 Our Compliance Activities

Council has a zero-tolerance of non-compliance in domestic animal businesses, and will continue to investigate all reports on domestic animal breeding businesses and seek compliance for any non-registered domestic animal business by conducting door knocks and property inspections. In the 2015 - 2016 period Council conducted inspections on all registered establishments.

3.7.1.5 Summary

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Colac Otway Shire has a variety of domestic animal businesses. There are approved Codes of Practice for the operation of breeding and rearing establishments, boarding establishments, and shelters and pounds. Pet shops are also included. Council is obliged to ensure each establishment complies with the relevant Code of Practice with regular audits. This is an area of intense public scrutiny. Council has a zero-tolerance of non-compliance in domestic animal businesses, and will continue to investigate all reports on domestic animal breeding businesses and seek compliance for any non-registered domestic animal business by conducting door knocks and property inspections.

3.7.2 OUR PLANS

Objective: To ensure all domestic animal businesses are registered with Council and comply with the requirements of the *Domestic Animal Act* 1994.

Activity	When	Evaluation (and Targets)
Benchmark 2016-7:	Dec 2018, then annually	Measure and report on results
Community Follow-ups from animal registrations, community information, newspaper sales, advertisements (Internet) and veterinary assistance	Dec 2018, then annually	Continue to audit registered animal breeding businesses Establish random domestic animal business registration inspections Measure and report on results in the annual review of this Plan.
Promotion / Publicity Media articles on-hold messages mail-outs with Council rates website updates issue specific flyers and brochures	Dec 2018, then annually	Record numbers of media articles Annual mail-out with Council rates Monthly website updates New owner information kit developed Measure and report on results in the annual review of this Plan.
Enforcement Audits of known animal breeding businesses Conduct investigations and regular patrols Seek compliance of this legislation by official warnings, infringement notices and prosecution	Dec 2018, then annually	Continue to audit registered animal breeding businesses Establish random domestic animal business registration inspections Official warning register Support prosecution unit Measure and report on results in the annual review of this Plan

3.8   Other Matters

This section provides for the review of other matters related to the management of dogs and cats in the Council's municipal district.

Compliant with Section 68A(2)(e) of the *Domestic Animal Act* 1994.

3.8.1 CURRENT SITUATION

3.8.1.1   Our data
Colac Otway Shire Council's Municipal Emergency Management Plan (MEMP) now makes provisions for domestic animals. While full responsibility for domestic animals in all circumstances rests with the owner of the animal, Council needs to consider issues of domestic animal management when considering evacuation procedures, emergency relief centres. Housing and feeding animals may become an important issue, when people bring domestic animals into relief centres or domestic animal businesses require evacuation.

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3.8.1.2 Our Orders, Local Laws, Council Policies and Procedures

Provision for emergency management planning for domestic animals is now included within the MEMP. Council has developed a separate plan/procedures/contact lists as deemed appropriate by the Emergency Management Committee of Council.

3.8.1.3 Our Education/Promotion Activities

Council may need to undertake further community education about owner responsibility for domestic animals in emergency planning.

Provide advice/brochures/media releases on what to consider for pets in an emergency – include their needs as part of your emergency planning, e.g. food, water, bowls, bedding, cage, medication, registration and micro chipping to help reunite pets with their owners after emergencies, external identification – e.g. collar with registration tag

3.8.1.4 Summary

Domestic animal management planning in a municipal emergency can become a significant logistical issue, even though primary responsibility rests on the owners of domestic animals. Confusion, conflict and diverted resources can all result from a failure to consider domestic animals in evacuation and relief centres. The numbers of animals involved in domestic animal businesses could further aggravate these issues.

Council has now reviewed its MEMP to incorporate domestic animal management planning in municipal emergencies.

3.8.2 OUR PLANS

Objective: To promote Council's inclusion of pets and animals from domestic animal businesses in Municipal Emergency Management Plan.

Activity	When	Evaluation (and Targets)
Council's MEMP Committee to review plan and include same in planned drills re domestic animal management issues in municipal emergencies	Dec 2018	MEMP is reviewed re domestic animal issues
Community / Education Include emergency management planning in community education about domestic animals	Dec 2018	Include emergency management planning in community and education information publications on domestic animals
Promotion / Publicity Include Emergency Management Planning in: Media articles and on-hold messages mail-outs with Council rates website updates issue specific flyers and brochures	Dec 2018	Record numbers of media articles Annual mail-out with Council rates Monthly website updates New owner information kit developed Measure and report on results in the annual review of this Plan.

3.9   Annual Review of Plan and Annual Reporting

This section provides for the annual review of the Plan and Annual Reporting.

Compliant with Section 68A(3)(a)(b)(c) of the *Domestic Animal Act* 1994 as below:

68A(3)   Every Council must—

    (a)   review its domestic animal management plan annually and, if appropriate, amend the plan

    (b)   provide the Department of Primary Industries' Secretary with a copy of the plan and any amendments to the plan

    (c)   publish an evaluation of its implementation of the plan in its annual report.

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3.9.1 CURRENT SITUATION

3.9.1.1 Our data
The Plan is reviewed annually to Council.

3.9.1.2 Our Orders, Local Laws, Council Policies and Procedures
Council has one Order under the *Domestic Animal Act* 1994. This Order relates to on leash areas for dogs in the Colac Otway Shire.

3.9.1.3 Summary
Performance in domestic animal management should be a regular management focus. Appropriate performance statistics should be completed and reported. A review of performance under the DAM Plan is required to be included in Council's Annual Report (see Section 68A (3) (c) of the Domestic Animal Act 1994 in part 1.2 of this DAM Plan).

Measurements should relate to Activities and targets in this Plan and should include educational programs, increased registration of domestic animals, reduction of animals at large, decreased numbers of dog attacks, increases in compliance and levels of community satisfaction as a measure of success.

It should be noted that if performance under the DAM Plan is not sufficient, further revision of the Plan and its methods may be required and should be recommended.

3.9.2 OUR PLANS

Objective: To review progress on this Plan in a report to Council, including a summary report in the Annual Plan.

Activity	When	Evaluation (and Targets)
Benchmark 2017: Monitor Merit system regarding complaints by the Community	Dec 2018, then annually	Evaluate complaints and action taken Measure and report on results
Community Focus on customer service, community education and encouragement of responsible pet ownership	Dec 2018, then annually	Continue to improve customer relations and education.
Promotion / Publicity Undertake media/Newsletter/Internet publicity for key messages about responsible pet ownership	Dec 2018, then annually	Record published media articles Annual mail-out with Council rates Monthly website updates New owner information kit developed Measure and report on results in the annual review of this Plan.
Other Review and revise activities in Plan as required	Dec 2018, then annually	Revise Action Plan if required Report to Council quarterly
Enforcement	Dec 2018, then annually	Measure and report on results in the annual review of this Plan

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ORDINARY COUNCIL MEETING

MUNICIPAL EMERGENCY MANAGEMENT PLAN

OM172211-4

LOCATION / ADDRESS	Shire wide	**GENERAL MANAGER**	Gareth Smith
OFFICER	Simon Howland	**DEPARTMENT**	Development & Community Services
TRIM FILE	F17/6538	**CONFIDENTIAL**	No
ATTACHMENTS	1. MEMP - Version 3.1 - 17 October 2017		
PURPOSE	The purpose of this report is to present Council with the recently revised Municipal Emergency Management Plan for consideration for adoption.		

1. LOCATION PLAN / AERIAL PHOTO
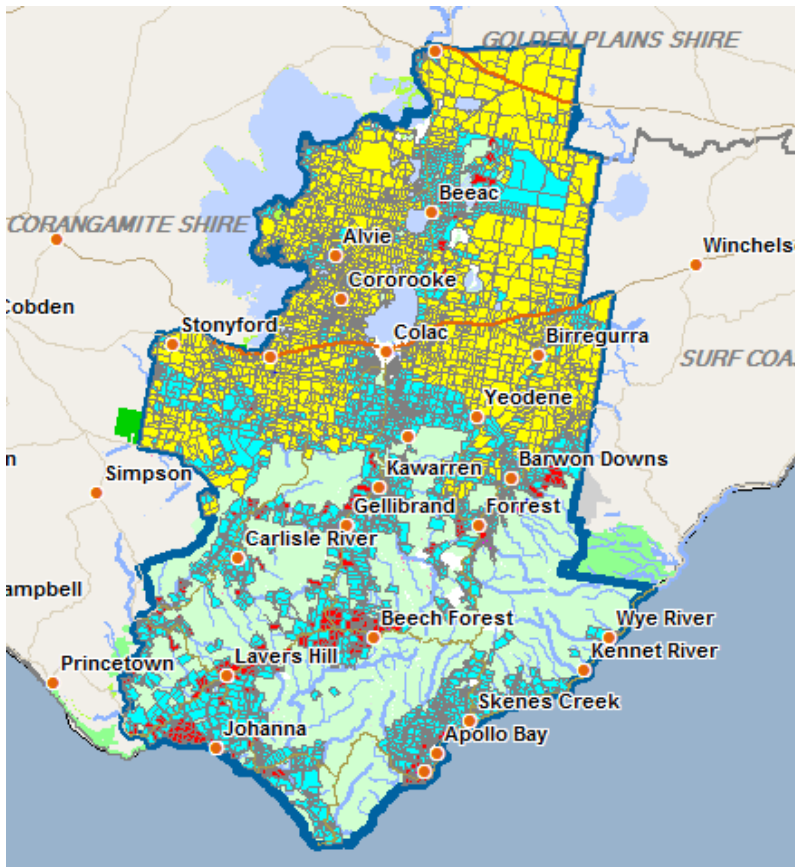
2. EXECUTIVE SUMMARY

Pursuant to requirements of the Emergency Management Act 1986, Council is required to submit the Municipal Emergency Management Plan (MEMP) to the Victorian State Emergency Service (SES) for audit every three years.

An updated draft version of Councils MEMP was submitted and audited by the SES in August 2017. Council was successful in passing all 24 criteria associated with the audit. Minor recommendations for improvements submitted by the auditors have now been included in the newly revised version of the MEMP.

The revised MEMP is now attached to this report for Councils consideration for adoption.

3. RECOMMENDATION

That Council endorses the attached the Municipal Emergency Management Plan 2017-2020 (V3.1)

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The aim of the Colac Otway Shire MEMP is to detail the agreed arrangements for the prevention of, preparedness for, response to, and the recovery from emergencies that could potentially occur in the Colac Otway Shire as identified in Part 4 of the Emergency Management Act 1986 and the Emergency Management Act 2013 and the Emergency Management Manual Victoria (EMMV).

Pursuant to section 21A(1) of the Emergency Management Act 1986, Council is required to submit the MEMP to the Victorian SES for audit every three years. The purpose of the audit is to access the plans compliance with the guidelines issued by Victoria's Coordinator in Chief.

It is important to note that although administered and managed by Council the MEMP is an interagency plan and as such all changes made within the MEMP are first endorsed by the Municipal Emergency Management Planning Committee (MEMPC). The MEMPC has been established pursuant to Sections 21(3) and (4) of the Emergency Management Act 1986, with a guiding purpose is to prepare (and maintain) a MEMP for Councils consideration. Between audits the MEMPC is responsible for keeping the MEMP current by approving minor amendments (e.g. updates based on legislation changes and/or the listing of new Neighbourhood Safer Places designated by Council). However, every three years when the audit is undertaken and the MEMP is updated, it needs to be approved by the MEMPC and then sent to Council for endorsement

The current Colac Otway Shire MEMP (2014 – 2017: Version 2.7) was adopted by Council on 17 December 2014. Its effective three year lifespan ends in December 2017. Council was notified in April 2017 the SES would audit Council's MEMP between 31 July and 4 August 2017. Accordingly, Council's Emergency Management Coordinator with the assistance of the Municipal Emergency Management Planning Committee (MEMPC) undertook a significant review and update of the MEMP to ensure it aligned with current statutory responsibilities and practice. The MEMP 2017 – 2020 (Version 3.0) was endorsed by the MEMPC on 28 June 2017 and submitted to the SES on 29 June 2017 as per the audit's requirements.

The MEMP was audited by the SES in August 2017 and deemed complaint against all criteria with only minor changes being recommended.

These recommendations have been included in the attached version of the MEMP (version 3.1 – see attachment 1) which was once again reviewed and endorsed by the MEMPC on the 20 October 2017. The revised version of the MEMP is now presented to Council for consideration for adoption.

KEY INFORMATION

In August 2017 Council's draft version of the revised MEMP was subject to a statutory audit performed by the SES, Victoria Police and Department of Health and Human Services (DHHS). The document was assessed against 24 criteria. A number of these criteria include legislative requirements associated with the Emergency Management Act 1986, Country Fire Authority Act 1958, Metropolitan Fire Brigades Act 1958 or the Libraries Act 1988. Failure to comply with any one of the legislated criteria results in an overall 'Does Not Yet Comply' result for the audit. In addition, failure of any three non-legislated audit criteria also results in a 'Does Not Yet Comply' result for the audit.

The draft MEMP was successful in passing all 24 criteria associated with the audit. Accordingly the SES notified Council of the draft MEMP's compliance with statutory regulations, issued a certificate of compliance to be appended in the MEMP and presented the completed workbook/report noting recommendations for improvement.

Only minor amendments were recommended in the workbook by the auditors (see recommendations below). All of the recommended changes have been made, with the exception of updating the ABS data which will be completed within the next 6 months when the new information is made available. Accordingly, the attached updated version of the MEMP was also reviewed and endorsed by the MEMPC on the 20 October 2017. The MEMP is now presented to Council for consideration for adoption. As per the requirements of the audit process Council has 3 months to respond to the recommendations of the audit. As such, a letter will be sent to the SES addressing actions associated with the recommendations if and when the MEMP is formally adopted by Council.

Section	Source	Update
All	MEMPC	ABS data to be updated to 2016 models (when ABS data becomes available)
Appendix 6	MEMPC	Update the MEMPC Terms of Reference
5.39.1	EMV - Post Audit Update	Lavers Hill Fire Refuge needs to be included in section 5.39.1
Appendix 19	Audit	Make consistent with AIIMS 4 - Potential confusion if not consistent with AIIMS
5.16	Audit	Emergency Management Coordination Group needs to be changed to Emergency Coordination Group
5.19	Audit	MERO 1st dot point could read: Coordinate municipal resources in emergency response including for the clearance of blocked drains and local roads, including tree removal and to assist with road closures and determination of alternative routes
5.21	Audit	Remove the word deputy from MERC - Deputy MERCs no longer exist
5.37.7	Audit	CALD communities - define CALD and some examples of CALD - potential detail on who is best conduit into these communities.
5.41.6	Audit	Voluntary Agencies - Expansion of this section; who are volunteer communities in COS that adds to our capabilities? / Cross reference this with section 6.43 provision of volunteer assistance.
6.31	Audit	DHHS no longer responsible for recovery at the State Level - this is now EMV / DHS need to be updated to the DHHS in the relief and recovery plan.
6.8	Audit	DHHS no longer responsible for recovery at the State Level - this is now EMV / DHS need to be updated to the DHHS in the relief and recovery plan.
5.46	Audit	Reference the EMMV part 3 section 4.6

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Council Officers engage key stakeholders in the development of the draft MEMP (i.e. Emergency management agencies represented on the MEMPC).   The general public were not engaged in the development of the draft MEMP because it is a technical document with specific legislative requirements. As such the general public has very limited scope in which to influence the documents structure and/or contents. Accordingly, it is not proposed to release this document for the six week public comment period.

If the recommendation in this report is supported, a media release will be issued informing the general public of the adoption of the updated MEMP (2017-2021) and its availability for viewing on Councils website. Hard copies of the MEMP will also be made available to the general public via Councils customer service counters and public libraries at Colac and Apollo Bay.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The MEMP directly aligns with the Council Plans Theme 2 (Our Places), specifically goal 6: Emergency management is coordinated locally and on a regional basis. Delivery of the MEMP helps to ensure that emergency resource plans are established and agreed with neighbouring councils and that Council identifies and participates in the state and regional resilience planning projects and exercises.

ENVIRONMENTAL IMPLICATIONS

There are no significant environmental implications associated with implementing the recommendations of the State Government or updating the MEMP.

SOCIAL & CULTURAL IMPLICATIONS

There are no significant social or cultural implications associated with implementing the recommendations of the State Government or updating the MEMP. However, the social effects of emergencies including loss of life, destruction of property and dislocation of communities can be significant. Maintaining a MEMP that accurately reflects the risks and hazards faced by our communities is one component of a broader framework that enables us to strengthen our capacity prepare for emergencies and their subsequent recovery requirements.

ECONOMIC IMPLICATIONS

There are no significant economic implications associated with implementing the recommendations of the State Government or updating the MEMP.

The economic effects of emergencies including destruction of property and associated relief and recovery requirements can be significant. The regular maintenance and updating of the MEMP is one component of a broader framework that enables us to strengthen our capacity to identify hazards, determine risks and prepare for emergencies.

LEGAL & RISK IMPLICATIONS

Pursuant to Section 20(1) of the Emergency Management Act 1986 Council must prepare and maintain a MEMP. If a MEMP is not updated and successfully audited in line with the above then Council would be found in breach of legislation.

The MEMP is a record of the commitment of all the participating organisations and agencies to undertake and complete the tasks assigned to them under the plan and to cooperate in the delivery of the MEMP's objectives. The plan is audited pursuant to Section 21 of the Emergency Management Act 1986 by the Chief Officer, Victoria State Emergency Service every three years.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

There are no significant resource implications associated with implementing the recommendations advised by the State Government or updating the MEMP. The officer time required to implement the required changes can be accommodated within the existing resource allocations.

7. IMPLEMENTATION STRATEGY

DETAILS

Emergency management contributes to community safety by reducing the impact of emergency related events that can cause death, injury, loss of property and community disruption. The planning for and the management of emergencies is a shared responsibility involving many people and organisations in the community. It is not something done by one organisation or sector of the community, although some organisations have specialist roles and legal responsibilities in dealing with emergencies and emergency management. If adopted by Council the newly endorsed MEMP will be circulated to all relevant agencies and the State Library as per legislative requirements.

COMMUNICATION

Communications with all relevant emergency management agencies has been conducted through the MEMPC and the review/update process to date. Upon Council endorsement a media release will be issued informing the general public that the MEMP has been formally updated and is available for viewing on Councils website. Hard copies of the MEMP will be made available to the general public via Councils customer service counters at Colac and Apollo Bay.

TIMELINE

22 November 2017: An updated and MEMPC endorsed copy of the MEMP presented to Council for consideration of adoption.
December 2017: If adopted the MEMP will be distributed to all key stakeholders, placed on Council's website and hard copies will be placed at customer service centres in Colac and Apollo Bay.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Colac Otway Shire
Municipal Emergency Management Plan
2017 - 2020

Version 3.1

Document Title

Colac Otway Shire Municipal Emergency Management Plan

Disclaimer

Every effort has been made to ensure that all information contained in this management plan is correct and accurate. Colac Otway Shire does not guarantee that this plan is without any omissions or errors and therefore disclaims any liability for any errors, loss or other consequence, which may arise from the use of any information within this document.

Document Status and Amendment History

Version	Date Revised	Sections Revised	Plan Updated By
1.1	06/11/2006	Section 1 & 7	
1.2	13/12/2006	Section 7	
1.3	07/05/2007	Section 1 Appendix 9	
1.4	28/09/2007	Complete Review	Municipal Emergency Manager
1.5	20/11/2008	Section 1 & 7	Municipal Emergency Manager
1.6	10/11/2009	Section 1, 2, 3, 7 & Appendix 2, 3, 4, 5 & 8	Municipal Emergency Manager
1.7	18/11/2010	Complete Review	Municipal Emergency Management Coordinator
1.8	16/5/2011	Part 5 & 6	Municipal Emergency Management Coordinator
1.9	15/11/2011	Sect. 1, 2, 3, 4, 5 & 7 Appendix, 1, 2, 4, 5, 6, 7 & 11	Municipal Emergency Management Coordinator
2.0	12/06/2012	Record of Updates as per D12/38793	Municipal Emergency Management Coordinator
2.1	17/01/2013	Update of Contact List	Municipal Emergency Management Coordinator
2.2	01/04/2014	Complete Review	Municipal Emergency Management Coordinator
2.3	18/08/2014	Part 5, Part 6 & Appendices	Municipal Emergency Management Coordinator
2.4	14/11/2014	Part 3, Part 5, Appendices	Municipal Emergency Management Coordinator
2.5	06/02/2015	Record of Updates as per D	Municipal Emergency Management Coordinator
2.6	18/02/2015	Page numbers	Manager Environment & Community Safety
2.7	05/04/2016	Appendix 14	Municipal Emergency Management Coordinator
3.0	28/06/2017	Complete Review	Municipal Emergency Management Coordinator
3.1	24/10/2017	Complete Review Including Post Audit Updates	Municipal Emergency Management Coordinator

Foreword

The Colac Otway Shire Municipal Emergency Management Plan (MEMP) has been developed pursuant to *Section 20(1)* of the *Emergency Management Act 1986 and the Emergency Management Act 2013*.

This Plan is one component of a broader framework that enables Colac Otway Shire Council to strengthen its capacity to identify hazards, determine risks, and prepare for emergencies and disasters to strengthen community safety.

Colac Otway Shire is one of the most diverse municipalities in Victoria, balancing the juxtaposition between the Volcanic Plains and Great Otway National Park and rural and urban areas. The Otway Ranges contain significant remnant native vegetation as do the grasslands of the Western Basalt Victorian Volcanic Plains and internationally listed Ramsar Wetlands. The Shire also takes in stunning sections of the Great Ocean Road on its south eastern and southern boundaries.

Colac Otway Shire Council is committed to working in partnership with the community, emergency services, other agencies and management authorities, to prevent and minimise the occurrence of emergency events and their impacts on community wellbeing, including social, economic and the natural and built environments.

This MEMP is the result of the cooperative efforts of the agencies and organisations that comprise the Municipal Emergency Management Planning Committee (MEMPC).

This plan should be read in conjunction with the *Emergency Management Manual Victoria,* which can be found at http://www.emv.vic.gov.au/policies/emmv

Robert Dobrzynski
Acting Chief Executive Officer

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COMMUNITY EMERGENCY CONTACT LIST

EMERGENCY	24 HOUR CONTACT	WEBSITE
RESPONSE		
Ambulance	000	www.ambulance.vic.gov.au
Australian Red Cross	1800 232 969	www.redcross.org.au
Coast Guard (Geelong)	03 5278 8440	www.coastguard.com.au
Colac Otway Shire	03 5232 9400	inq@colacotway.vic.gov.au
Fire	000	www.cfa.vic.gov.au
Flood / Storm	13 25 00	www.ses.vic.gov.au
Life Saving Victoria	13 78 73	www.lifesavingvictoria.com.au
Police	000	www.police.vic.gov.au
Vic Roads	13 11 70	www.vicroads.vic.gov.au
Water Police	1800 135 729	www.police.vic.gov.au
HOSPITALS		
Colac Area Health	03 5232 5100	www.swarh2.com.au/cah
Apollo Bay Hospital (Otway Health & Community Services)	03 5237 8500	www.otwayhealth.com.au
ENVIRONMENTAL POLLUTION		
EPA Victoria	1300 372 842	www.epa.vic.gov.au
EPA Regional Emergency Response	0477 755 004	www.epa.vic.gov.au
UTILITIES		
Barwon Water	1300 656 007	www.barwonwater.vic.gov.au
Wannon Water	1300 926 666	www.wannonwater.com.au
Electricity – Powercor	13 24 12	www.powercor.com.au
Gas – SP AusNet	136 707	www.ausnetservices.com.au
Telecommunications - Telstra	13 22 03	www.telstra.com.au
OTHER		
Work Safe Victoria	13 23 60	www.worksafe.vic.gov.au
Parks Victoria	13 19 63	http://parkweb.vic.gov.au/

PART 1 – INTRODUCTION

1.1   Agency and Municipal Council Endorsement

This Municipal Emergency Management Plan (MEMP) has been produced by and with the authority of Colac Otway Shire Council pursuant to *Section 20(1)* of the *Emergency Management Act 1986 and the Emergency Management Act 2013*.

The Colac Otway Shire understands and accepts its roles and responsibilities as described in *Part 4* of the *Emergency Management Act 1986 and the Emergency Management Act 2013*.

The Colac Otway Shire Council understands and supports the concept that mutual aid between municipalities may be required during and following emergencies.

This MEMP is the result of the cooperative efforts of the agencies and organisations that comprise the Municipal Management Planning Committee (MEMPC)

This Plan was audited in accordance with the guidelines issued by the Minister on the 1 August 2017 and deemed compliant by the Acting Chief Officer of Operations for the State Emergency Service of Victoria on the 13 September 2017. It was subsequently endorsed by the MEMPC on the 20 October 2017 and adopted by the Colac Otway Shire Council on the 22 November 2017.

Signed on behalf of the Colac Otway Shire Council   )
By the Acting Chief Executive Officer   )
Pursuant to the instrument of delegation   )
Dated 24 May 2017 in the presence of:)   Robert Dobrzynski

Stewart Anderson
Manager Environment and Community Safety
Witness

1.2   Audit Report

The Colac Otway Shire Council, pursuant to Section 21A of the *Emergency Management Act 1986 and the Emergency Management Act 2013,* will submit the Municipal Emergency Management Plan to the Victoria State Emergency Service for audit.

The purpose of the audit is to assess this plan's compliance with the guidelines issued by Victoria's Coordinator-in-Chief. Council will respond to all requests resulting from the audit as required.

The Plan will be subject to audit every (3) years.

A copy of the most recent Audit Report can be found in Councils Records Management system; **(TRIM: D17/85150).**

A copy of the most recent Audit Certificate is provided over page.

The audit report indicates whether or not the plan complies with the guidelines and if there are opportunities to improve the plan or planning process. A plan that does not comply with the guidelines will be audited again in twelve months.

Note: Councils must provide a written response to the audit report to the Chief Officer Operations within three months of the receipt of the audit report.

Figure 1 - Certificate of Audit

Certificate of

Audit

THIS IS TO CERTIFY THAT THE
MUNICIPAL EMERGENCY MANAGEMENT PLAN OF

Colac-Otway Shire Council

Has been audited in accordance with the Guidelines issued by the
Minister and has been assessed as

"Complying with the Guidelines"

13 September 2017

David Baker

Acting Chief Officer, Operations

Date

1.3   Aim

The aim of the Colac Otway Shire Municipal Emergency Management Plan (MEMP) is to detail the agreed arrangements for the prevention of, preparedness for, response to, and the recovery from emergencies that could potentially occur in the Colac Otway Shire as identified in Part 4 of the *Emergency Management Act 1986 and the Emergency Management Act 2013* and the Emergency Management Manual Victoria (EMMV), which can be found at http://www.emv.vic.gov.au/policies/emmv

1.4   Objectives

The objectives of the Colac Otway Shire MEMP are to:

- Identify, evaluate and treat potential risks that could impact on the Colac Otway Shire community.
- Implement measures to prevent or reduce the likelihood or consequences of emergencies.
- Manage arrangements for the utilisation and implementation of municipal resources (being resources owned by or under the direct control of the municipal council) and other resources available for use in prevention, preparedness, response and recovery in emergencies.
- Manage support that may be provided to or from adjoining municipalities.
- Assist the affected community to recover following an emergency.
- Complement other local, regional and state government planning arrangements.

The Colac Otway Shire MEMP is consistent with the following objectives contained in the Emergency Management Manual Victoria, which aim to:

Deal with all hazards: While most attention is given to the obvious emergencies such as fire, flood and transport accidents, a wide range of hazards are dealt with using the emergency management arrangements and resources. This includes emergencies for which there has been little or no experience in Victoria, such as new animal diseases, terrorist incidents, earthquakes or environmental emergencies.

Be integrated (involve all people and relevant agencies): The management of emergencies is a shared responsibility involving many people and organisations in the community. It is not something done by one sector of the community to or for the rest of society, although some organisations have specialist roles. In addition to the emergency services, all government departments may have some role to play. The emergency response role may be a minor part of their responsibilities; however, many departments have an essential prevention responsibility. Prevention infrastructure includes, land use planning, occupational health and safety, clean water, public health and building regulations. These are part of the prevention infrastructure.

Municipal councils have essential roles in emergency management. Voluntary organisations such as Australian Red Cross, VCC Emergencies Ministry, St John Ambulance, Wireless Institute Civil Emergency Network (WICEN) and search and rescue organisations play well-defined roles in emergency management.

Be comprehensive (cover prevention, response and recovery): Prevention, response and recovery are all important aspects of emergency management and each are addressed in these arrangements. The model of emergency management shown below makes clear that there is not a strict sequence, nor a hierarchy of relationships. All activities are important and in a comprehensive model, have a place in the overall scheme. Emergency management activities do not take place in any particular sequence or cycle. It is now recognised that prevention, response and recovery do not follow each other in order. They can all operate at the same time.

Figure 2 - Time Sequence of Emergency Management Activities
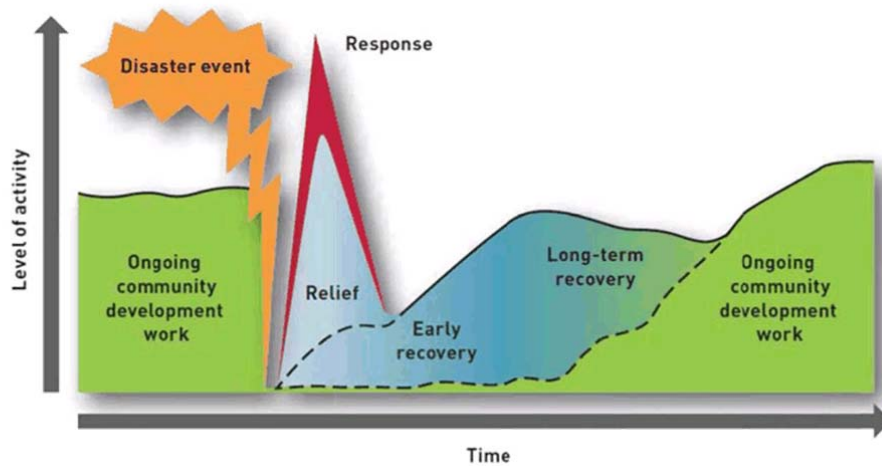
Source: Australian Emergency Management – Community Recovery - Handbook 2

Response activities commence as soon as possible after the time of impact, peak to full effort quickly, and often cease promptly when the emergency has been dealt with, and/or affected people have been rescued or evacuated.

Recovery activities commence at or soon after the time of impact, and peak to full effort more gradually and often later than response activities. Recovery activities may continue for a considerable period of time, gradually tapering off and merging into normal community activities in the weeks, months or even years after impact.

Prevention, response and recovery are not phases or stages of emergency management. The model sees them as clusters of activities. They take place as needed, and do not necessarily follow one another in a sequential order.

1.5   Purpose of the Plan

The purpose of this plan is to bring together, in an integrated organisational network, the resources to prevent or mitigate, respond to and recover from emergencies. It accepts that emergencies touch people's life experiences in different ways and recognises that there is not and cannot be a single organisation, solely responsible for dealing with all aspects of emergencies.

In order to achieve this Colac Otway Shire Council acknowledges the linkages between this plan and the broader emergency, risk management and community safety context. This plan is to be read in consideration of the following plans and strategies:
Plans:

MEMP sub plans
- Otway District Strategic Fire Management Plan
- Colac Otway Shire District Emergency Relief and Recovery Plan
- Colac Otway Shire Fire Management Plan
- Municipal Relief and Recovery Plan
- Colac Otway Shire Municipal Flood Emergency Plan
- Birregurra Flood Sub-Plan
- Neighbourhood Safer Places Plan
- Community Emergency Risk Assessment

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Municipal (Council plans and strategies):

- Influenza Pandemic Plan – DRAFT
- Colac Otway Municipal Public Health and Wellbeing Plan
- Colac Otway Shire Heatwave Plan
- Business Continuity Plan
- Risk Management Policy

Other relevant plans and strategies:

- Heatwave Plan for Victoria (Department of Health and Human services)
- Victorian Human Influenza Pandemic Plan (Department of Health and Human Services)
- Regional Coordination Plan - Blue Green Algae - Barwon Water
- Road Safety Strategy (VicRoads)
- Biosecurity Strategy (Department of Economic Development, Jobs, Transport & Resources)
- Community Information Guides (formerly township Protection Plans - CFA)
- Barwon South West Regional Strategic Fire Management Plan (IFMP)
- Barwon South West Regional Emergency Response Plan
- Regional Emergency Recovery Plan Barwon South West
- FloodSafe (VICSES)
- StormSafe (VICSES)

Operational guidelines and documents

- Municipal Emergency Coordination Centre Operations Plan
- Safety and Environment Management Plan – Port of Apollo Bay
- The Colac Otway Shire Emergency Management Policy
- The Colac Otway Shire Emergency Management Guidelines
- The Emergency Management Role Statements
- The Emergency Management Structures
- The Response and Relief Operational Plan (Draft)

1.6   Updates (sub-plans, operational plans and strategies)

The maintenance responsibility of all Council related sub-plans, operations plans, strategies, and standard operating procedures that support the Municipal Emergency Management Plan rest with the relevant author.

1.7   Public access

An edited version of this plan, omitting all contact names, numbers and confidential information, is available at the Colac Otway Shire Council website www.colacotway.vic.gov.au, the Municipal Library and the State Library of Victoria.

1.8   Privacy

Recipients of the plan are advised that names and contact numbers contained within will be used only for essential emergency management purposes and will be managed in accordance with the *Information Privacy Act 2000*. This extends to other parts of the plan where names and contact numbers are provided. The public version shown on Council's website will have all names and contact numbers removed.

PART 2 – BACKGROUND

2.1 Context

Colac Otway Shire is located in south-western of Victoria, approximately 150 kilometres from Melbourne. Colac Otway Shire is bounded by Golden Plains Shire in the north, Surf Coast Shire in the east, the Southern Ocean in the south and Corangamite Shire in the west.

The Shire encompasses a total land area of approximately 3,500 square kilometres, of which a large proportion is Crown Land (43%) including the Great Otway National Park.

Colac Otway Shire has a population of approximately 20,621 people.

Colac Otway Shire includes the townships and rural localities of Aire Valley, Alvie, Apollo Bay, Balintore, Barongarook, Barongarook West, Barramunga, Barwon Downs, Barunah Plains, Beeac, Beech Forest, Birregurra, Bungador, Cape Otway, Carlisle River, Carpendeit, Chapple Vale, Colac, Colac East, Colac West, Coragulac, Cororooke, Corunnun, Cressy, Cundare, Cundare North, Dreeite, Dreeite South, Elliminyt, Eurack, Ferguson, Forrest, Gellibrand, Gellibrand Lower, Gerangamete, Glenaire, Grey River, Hordern Vale, Irrewarra, Irrewillipe, Irrewillipe East, Jancourt East, Johanna, Kawarren, Kennett River, Larpent, Lavers Hill, Marengo, Mount Sabine, Murroon, Nalangil, Ombersley, Ondit, Pennyroyal, Petticoat Creek, Pirron Yallock, Separation Creek, Skenes Creek, Skenes Creek North, Stonyford, Sugarloaf, Swan Marsh, Tanybryn, Warncoort, Warrion, Weeaproinah, Weering, Whoorel, Wingeel, Wongarra, Wool Wool, Wyelangta, Wye River, Yeo, Yeodene and Yuulong.

The Colac Otway Shire is one of the most picturesque municipalities in the State of Victoria. As the gateway to the Otways and Western Plains, containing National, State and Regional parks, part of an extensive inland lake system, the seaside attractions of Apollo Bay and the Great Ocean Road, the Colac Otway Shire is a rural, residential and resort area with a major tourist industry supporting these natural resources.

Much of the rural area is used for timber production and agriculture, with farming, cropping and dairying being the main agricultural pursuits. Agricultural activity is concentrated in the northern part of the Shire, whilst timber production and fishing are prevalent in the south.

Industry is supported by comprehensive infrastructure including rail, road, air and sea transport. The Municipality is serviced by three major roads, the Hamilton Highway, Princes Highway and Great Ocean Road, as well as rail passenger and freight facilities and a vast network of road transport operations.

2.2 Topography

Colac Otway Shire has many areas of unique beauty and character, the geography of the Shire varies from lush plains in the north to the rugged and beautiful Otway Ranges in the south with a spectacular coastline.

The Great Ocean Road includes huge cliffs, roaring seas, tranquil coves and safe swimming beaches. The Great Ocean road passes through a number of coastal towns including Kennett River, Wye River, Skenes Creek, and Apollo Bay. The Otway Ranges is a popular holiday destination for tourists from Australia and overseas.

2.2.1 Environmental Values

The Shire contains some of the most significant environmental assets found in Australia. The municipality has an extensive network of water bodies, some of which are Ramsar listed (i.e. of international significance). In addition, the Shire has over 300 km of very high conservation roadside reserves, as well as approximately 100 km of the internationally recognised Great Ocean Road. This spectacular coastal environment includes not only the coastal dunes and estuaries but also the marine environment.

The majority of the vegetation in the Shire has been cleared since European settlement and although some areas of pristine vegetation remain in the Otways twenty nine of the fifty four vegetation communities in the region are listed as endangered or vulnerable and only nine are not of concern. The Plains Grasslands have been nationally listed under the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) because only very small areas remain intact, the majority of which are on private land.

The environmental assets found in the Shire can be categorised by the Bioregions in which they are found. Bioregions reflect natural boundaries and relationships between biodiversity assets and natural resource based activities. Four Bioregions are found in the Shire; Victorian Volcanic Plain (VVP), Warrnambool Plain, Otway Plain and the Otway Ranges.

Victorian Volcanic Plain (VVP) Bioregion

Colac Otway Shire covers in excess of 900 square kilometres of the VVP that once supported large tracts of the Ecological Vegetation Community (EVC) Plains Native Grassland and Plains Grassy Woodland vegetation. These are now restricted to tiny areas on roadsides, the margins of the region's brackish and saline lakes and scattered small remnants (usually highly degraded) on private land.

These Endangered EVC's have been almost totally lost throughout their Victorian range, with only 2.3% of the original Plains Grassy Woodlands remaining (and most of that highly degraded by grazing and weeds), while less than 1.3% of Plains Native Grasslands still exist (DSE 2002). The recent listing of this EVC under federal legislation as a protected plant community indicates that the flora and fauna of this bioregion are some of the most threatened in Australia (Tonkinson 2007). The VVP also hosts internationally protected Ramsar Lakes supporting several rare and threatened waterbirds.

Warrnambool Plain (WP) Bioregion

The Warrnambool Plain extends into a relatively small area of the Shire from the west and is often referred to as the Coastal Plain. The identifying features of the Warrnambool Plain are nutrient deficient soils over low calcareous dune formations. Much of the limestone has been overlain by more recent sediments, and between the limestone dunes, areas of swamplands are characterised by highly fertile peats and seasonal inundation.

Otway Plain (OP) Bioregion

Similar to the VVP, the Otway Plain covers over 900 square kilometres of the Shire. This bioregion includes coastal plains and dunes, foothills with river valleys and swamps in the lowlands. The upper terrain supports Lowland Forest and Heathy Woodland ecosystems, whereas the floodplains and swamps predominantly contain Grassy Woodland and Floodplain Riparian Woodland. Much of this vegetation remains intact on private land and protected in Crown land.

Otway Ranges (OR) Bioregion

The largest, and most protected, bioregion within the Shire is the Otway Ranges. Consisting of moderately steep slopes and moist gullies, this bioregion supports Shrubby Wet Forest and Cool Temperate Rainforest ecosystems on the higher slopes; and Shrubby Foothill Forest on the lower slopes. Large intact examples of these vegetation communities are found in the Shire and remain well protected as over 50% are found in the Great Otway National Park.

Environment Assets

Due to the large amount of clearing there are a number of listed threatened flora and fauna species in the region. Some of the threatened species are listed as threatened in Victoria and some of them are also listed as threatened at the national level due to a greater likelihood of extinction (e.g. Spiny Rice flower).

A large proportion of the Otway Ranges bioregion is protected by being in the Great Otway National Park. This ensures protection of many high value waterways that flow to the sea from the Otway Ranges. However, it is worth noting that the Ramsar Lakes located in the VVP bioregion are surrounded by farm land. Therefore, these environmental assets face more significant threat of degradation than those located within the national park.

2.2.2 Major rivers, lakes, creeks and reservoirs

Colac Otway Shire has many rivers, lakes, creeks and reservoirs, key waterways are identified in the following table.

Figure 3 - Table of Waterways within Colac Otway Shire

Rivers	Creeks	Lakes	Reservoirs
Aire River	Arkins Creek	Lake Beeac	West Gellibrand Reservoir
Barham River	Barongarook Creek	Lake Colac	West Barwon Reservoir
Barwon River East Branch		Lake Cundare	Olangolah Reservoir
Barwon River West Branch		Lake Elizabeth	Arkins Creek Weir
Carlisle River			
Gellibrand River			

Figure 4 - Map of Waterways within Colac Otway Shire
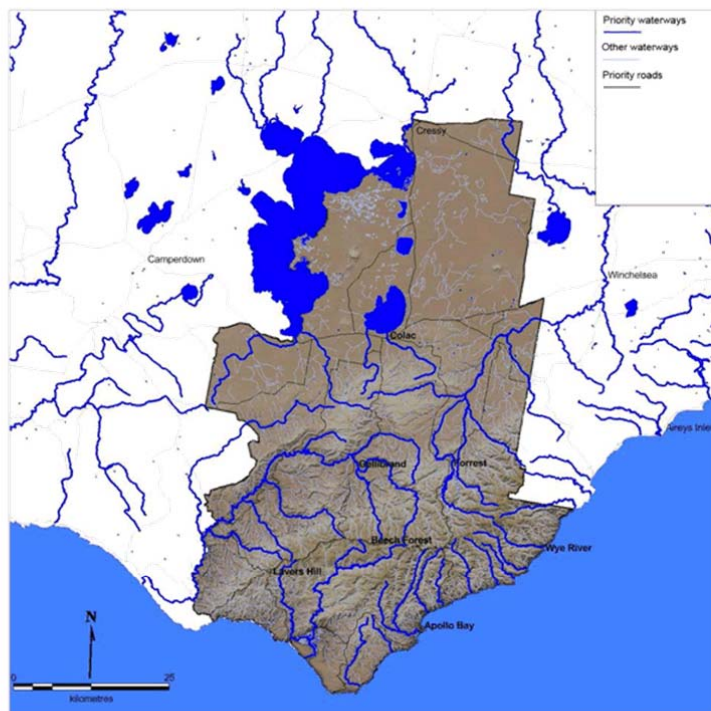
To access the interoperable Colac Otway Shire WebGIS portal with up to date mapping information for priority waterways within Colac Otway Shire. Click HERE

Source: PRIORITY_RIVERS- Department of Environment and Primary Industries – 29/10/2013

2.3 Infrastructure

The Shire has excellent access to the Melbourne and Avalon Airports. This transport network provides the Shire and its industries excellent access to both domestic and international markets.

Major Roads

Major roads within Colac Otway Shire include:

- Princes Highway
- Great Ocean Road

- Hamilton Highway
- Colac-Ballarat Road
- Colac-Apollo Bay Road
- Colac-Lavers Hill Road
- Carlisle River Road
- Cobden Road

Figure 5 - Map of Road Network within Colac Otway Shire
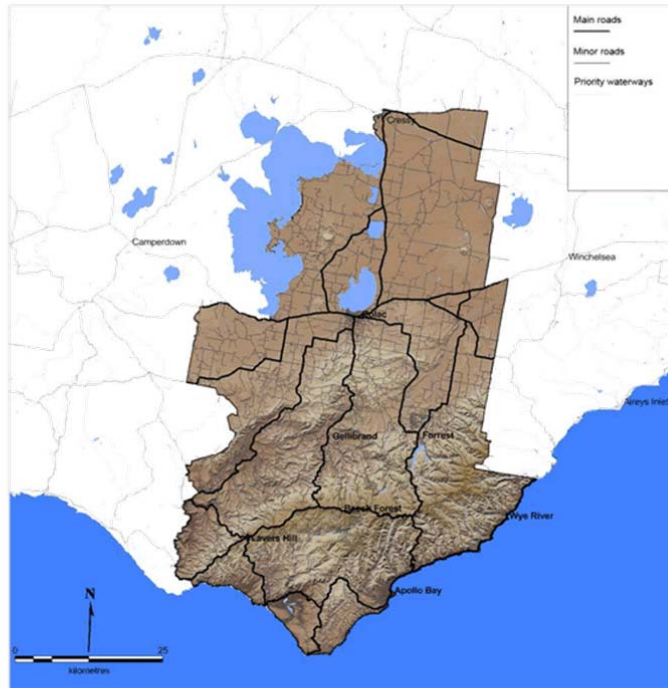
To access the interoperable Colac Otway Shire WebGIS portal with up to date mapping information for the road network within Colac Otway Shire. Click **HERE**

Source: TR_ROAD – Department of Environment and Primary Industries – 27/6/2014

Rail

The VLine passenger service from Melbourne to Warrnambool runs through the shire parallel to the Princes Highway stopping in Birregurra and Colac regularly throughout each day. Regular freight services also use this line.

2.4   Industry

The Shire provides diverse employment opportunities through a range of primary industries, tourism and commercial and community services. The region is well supplied with existing infrastructure in terms of power and water and is well placed to take advantage of future proposals to extend the natural gas grid.

Tourism is an important industry, especially in the southern section along the Great Ocean Road. The Shire has two main townships, with many small villages and localities. The only city is Colac, which serves as an administrative, retail and commercial centre. The other major township is Apollo Bay, which serves as the major tourism centre.

The five major industry sectors (REMPLAN December 2016) are:

- Health Care and Social Assistance (1,133 persons or 13.7%)
- Manufacturing (1,048 persons or 12.6%)

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- Agriculture, Forestry & Fishing (993 persons or 12.0%)
- Retail Trade (843 persons or 10%)
- Tourism (830 persons or 10%)

In combination, these five industries employ a total of 5,220 people or 63% of the employed resident population.

2.5   Demography

The Shire is a cool temperature zone with the temperature averaging 26°C in summer and 12°C in winter. The average annual rainfall is 729mm for Colac and 1937 mm for Weeaproinah.

Colac Otway Shire has a population of approximately 20,621 people. The seasonal variation in population along the coast can be significant.

Figure 6 - Population Distribution throughout Colac Otway Shire

Town	Population
Apollo Bay	1092
Marengo	222
Birregurra	486
Beeac	223
Beech Forest/Carlisle River	479
Colac/Elliminyt	11918
Cressy	433
Cororooke	383
Forrest	237
Gellibrand	383
Skenes Creek	426
Wye River/Kennett River	236
Other Regional Areas	4103
Total Population	**20621**

Source: Australian Bureau of Statistics. Census of Population and Housing 2011.

Colac Otway Shire's population increases considerably during the summer and school holiday periods. For the year ended December 2013 the Shire received 504,000 overnight visitors. Holiday or leisure was the largest purpose for the visits (>85%), followed by friend and family visits and business visits.

Domestic day trip travel to the Shire during the same period was 415,000 visitors. The Great Ocean Road seaside locations (Apollo Bay, Skenes Creek, Wye River / Separation Creek and Kennett River) along with the forests of the Otway National Park are traditionally the main areas of visitation. (Source: Data Insights Visitation Report, Dec 2015)

The following table and graph show the change in age structure of people in Colac Otway Shire between 2007 and 2011. It also shows that the median age of people in Colac Otway Shire in 2011 was 42 years, children aged 0-14 years made up 18.9% of the population and people aged 65 years and over made up 18.7% of the population a much higher figure than the Australian average of 14%.

Figure 7 - Age Structure for Colac Otway Shire 2011

Age	Colac-Otway (S)	%	Victoria	%	Australia	%
People						
0-4 years	1,239	6.1	344,733	6.4	1,421,050	6.6
5-9 years	1,276	6.3	326,121	6.1	1,351,921	6.3
10-14 years	1,340	6.6	327,939	6.1	1,371,054	6.4
15-19 years	1,348	6.6	345,339	6.5	1,405,798	6.5
20-24 years	1,031	5.1	375,108	7.0	1,460,673	6.8
25-29 years	1,003	4.9	388,669	7.3	1,513,236	7.0
30-34 years	983	4.8	372,214	7.0	1,453,775	6.8
35-39 years	1,193	5.9	383,415	7.2	1,520,138	7.1
40-44 years	1,335	6.6	391,197	7.3	1,542,879	7.2
45-49 years	1,421	7.0	372,367	7.0	1,504,142	7.0
50-54 years	1,462	7.2	354,110	6.6	1,447,404	6.7
55-59 years	1,497	7.4	317,438	5.9	1,297,244	6.0
60-64 years	1,424	7.0	293,812	5.5	1,206,116	5.6
65-69 years	1,104	5.4	224,911	4.2	919,319	4.3
70-74 years	870	4.3	177,316	3.3	708,090	3.3
75-79 years	685	3.4	140,338	2.6	545,263	2.5
80-84 years	593	2.9	114,020	2.1	436,936	2.0
85 years and over	544	2.7	104,995	2.0	402,681	1.9
Median age	42	--	37	--	37	--

Source: Australian Bureau of Statistics. Census of Population and Housing 2011.

Figure 8 - Change in Age Structure Colac Otway Shire 2011/2017
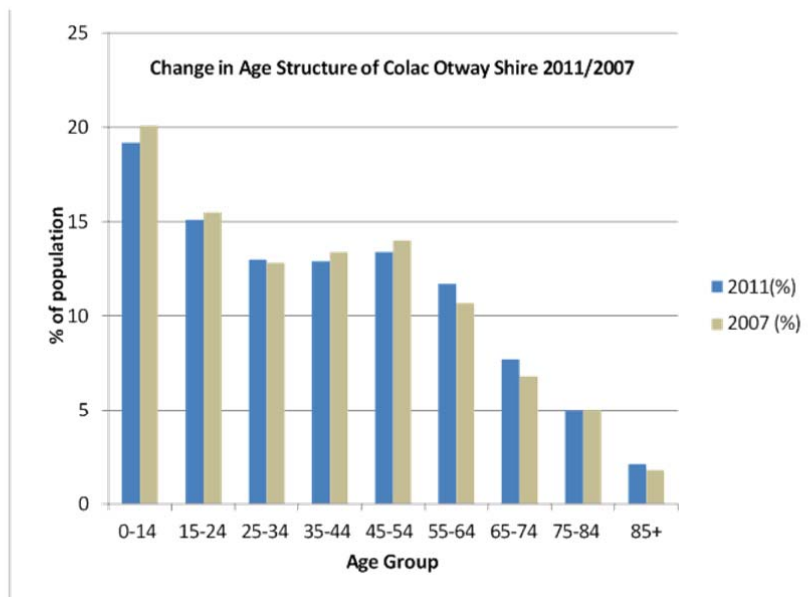
Source: Australian Bureau of Statistics. Census of Population and Housing 2011.

Figure 9 - Languages Spoken by Colac Otway Shire Residents

Language, top responses (other than English)	Colac-Otway (S)	%	Victoria	%	Australia	%
Italian	94	0.5	124,856	2.3	299,834	1.4
Mandarin	55	0.3	103,743	1.9	336,410	1.6
Arabic	44	0.2	68,437	1.3	287,174	1.3
German	40	0.2	20,083	0.4	80,371	0.4
Greek	35	0.2	116,802	2.2	252,217	1.2
English only spoken at home	18,983	93.3	3,874,861	72.4	16,509,291	76.8
Households where two or more languages are spoken	310	3.9	500,123	25.7	1,579,949	20.4

Source: Australian Bureau of Statistics. Census of Population and Housing 2011.

Figure 10 - Languages Spoken in Colac Otway Shire - % Population
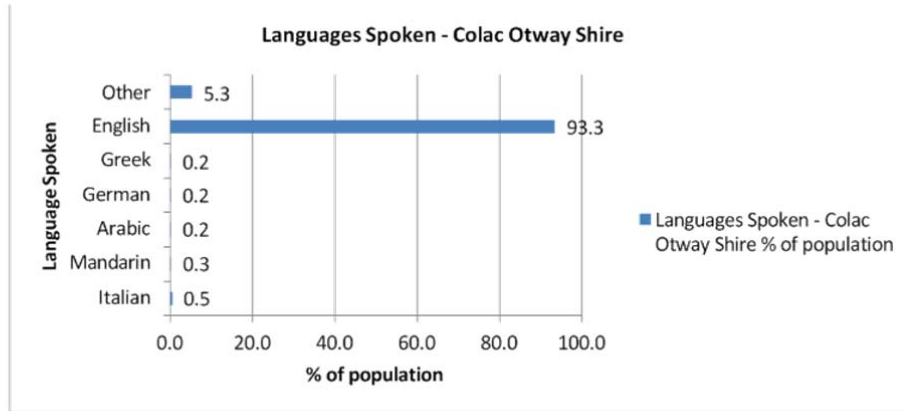
Source: Australian Bureau of Statistics. Census of Population and Housing 2011

Figure 11 - Population breakdown comparison Colac Otway Shire/Australia
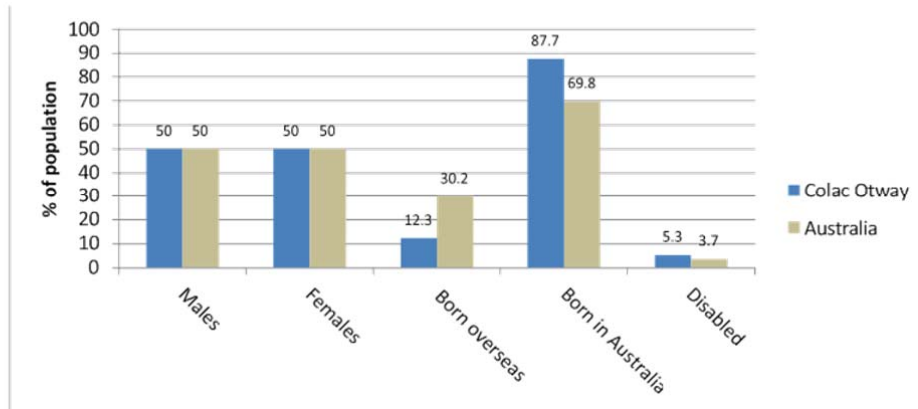
Source: Australian Bureau of Statistics. Census of Population and Housing 2011

2.6   Special Needs Groups

Community groups such as Senior Citizens, Adult Day Care Services, kindergarten, primary and secondary schools, Mobile Child Care Services, Residential Services including Aged Care, home based special medical needs, Intellectual and physical disability facilities all require special consideration during emergencies. These services are located throughout the Shire.

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2.7   Vulnerable Persons

During an emergency or imminent threat of an emergency, special consideration must be given to the evacuation of vulnerable people in the community.

A vulnerable person is an individual who is socially isolated and without any other supports. Other factors that may be considered when assessing an individual's vulnerability include:

- Lives alone and has additional needs and/or lives with an individual with similar or greater level of additional needs.
- Physical dependence.
- Inability to make an independent decision due to cognitive or other impairment.
- Geographic isolation.

It is likely that more time, resources, support and assistance will be required to safely evacuate vulnerable people in the community and in facilities, such as hospitals, aged care facilities and educational facilities.

These facilities should have existing evacuation plans in place to undertake an evacuation if necessary. However, such plans must not rely on the availability of emergency service personnel to undertake the evacuation.

Some people living in the community may be unable to activate their own evacuation plan without support and a small number who do not have a personal support network will require assistance to safely evacuate.

The Department of Health and Human Services, in conjunction with municipal councils, and other support agencies will provide tailored advice to vulnerable people. This advice will include the need to develop personal safety plans with an emphasis on leaving early and identification of appropriate support to do so.

The Department of Health and Human Services Vulnerable Persons in Emergency Policy provides further guidance on planning for the needs of vulnerable people.

2.7.1 Vulnerable Persons Register

Colac Otway Shire Council coordinates a local Vulnerable Persons Register as per Department of Health and Human Services (DHHS) guidelines. Council has identified vulnerable individuals across the municipality through Older Person's and Ability Support Services (OPASS) services. A database of these individuals is maintained through the municipal council administered CrisisWorks emergency management system.

DHHS funded agencies are responsible for entering and maintaining information for any of their clients who have been identified as vulnerable. The *Vulnerable Persons Registers* is accessible to authorised Victoria Police representatives, for consideration in planning and exercising, and for responding to emergencies. The *Vulnerable Persons Register* records the location of the vulnerable person as well as any special requirements in order to facilitate the evacuation of that person.

2.7.2 Facilities Register - Vulnerable People

Council maintains a register of facilities, where vulnerable people are likely to be found, for example, aged care facilities, hospitals, schools and childcare centres. This list is provided in Appendix 5 – Register of Facilities – Vulnerable People or is available on CrisisWorks.

2.8   Maps

A set of detailed maps covering this area can be found at http://www.ubspatial.com.au/cos/
alternatively refer to Spatial Visions VICMAP Book South West Region for a complete coverage of Colac Otway Shire.

Figure 12 - Map Showing Public Land within Colac Otway Shire
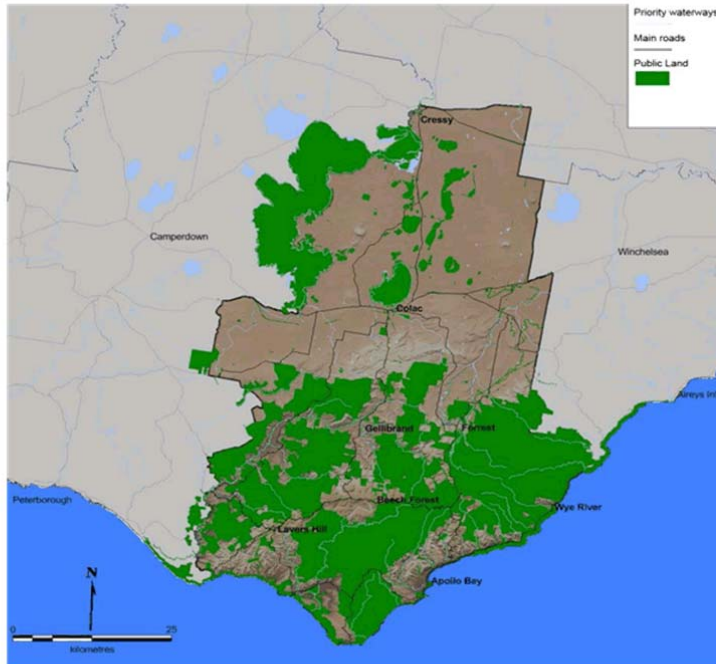
To access the interoperable Colac Otway Shire WebGIS portal with up to date mapping information for public land within Colac Otway Shire. Click HERE

Source: PLMGEN - Department of Environment and Primary Industries – 16/1/2014

Access to GIS Mapping

Colac Otway shire uses a variety of GIS Mapping systems

     i)   MapInfo Pro and MapInfo Exponare for internal use

     ii)   Colac Otway Shire Interoperable WebGIS portal for internal and public use

Emergency management staff have received training and have full access to a combination of these systems. CrisisWorks, a WebGIS portal used by many other local government organisations, is the main mapping tool to be used in the Municipal Emergency Coordination Centre. Additional WebGIS products developed by Emergency Management Victoria (i.e. Vic Emergency Mapping, EMCOP etc.) will also be available for use in the Municipal Emergency Coordination Centre. Contact details for Councils GIS Coordinator are included in Appendix 2.

Figure 13 - Map of Geographic Area Covered by Colac Otway Shire

Source: TBD - Colac Otway Shire - Chris Cook 2004

2.9 History of Emergencies

History shows that the Shire is prone to fires both in the grasslands in the north and the forested areas throughout the south. From early in the century the Shire has suffered significant losses of life, property and livestock in the significant fires of 1919, 1939, 1944, 1977, the Ash Wednesday Fire of 1983, and more recently the Christmas Day fires in Wye River and Separation Creek Fires in 2015.

Furthermore the Shire is home to significant catchments vulnerable to flood events and steep topography susceptible to landslip. Most recently the Shire suffered the significant flood events of 2016 with subsequent multiple landslip incidents recorded along the Great Ocean Road.

Bass Strait, which forms the southern boundary of the Shire, has a history of maritime disasters dating back to the settlement of Victoria. With improvements in maritime technology and navigation, the risk of shipwreck has somewhat diminished although the potential for emergencies including oil spills at sea is ever present.

The extensive road network within the Shire includes the Hamilton Highway, Princes Highway and Great Ocean Road and many other roads that have increasing amount of tourist traffic. The risk of road accidents is ever present and occurs regularly.

Figure 14 - Major Fire History for Colac Otway Shire

Date	Event
6 February 1851	Black Thursday: fires covered a quarter of Victoria, including country between Geelong and Ballarat.
March 1881	Bushfires 'raged' between Colac and Gerangamete and near Birregurra and the Otway Ranges.
4-5 January 1886	Major fires in the Otway Ranges, Colac and Heytesbury regions.
1914	Major fires in the Otway Ranges, Beech Forest and areas south of Colac.
February 1898	Bushfires from Cape Otway forest extended to Anglesea.
February 1901	Extensive fires reported at Birregurra and in the Geelong region. Several people lost their lives in the Birregurra fire.
1914	Fires reported in Otway Ranges, Beech Forest and 'forest south of Colac'
1 February – 1 March 1919	Major fires in the Otway Ranges: three fatalities, many homes destroyed and large areas of forest burnt.
24 November 1919	Fires destroy 120,000 ha in the Otway Ranges and Grampians.
January-February 1932	Widespread fires including Beech Forest, Cape Otway & Benwerrin
13 January 1939	Black Friday: major fires recorded in the Otway Ranges and many other parts of Victoria.
14 January – 14 February 1944	Major fires across Western District: 15-20 fatalities.
16 January 1962	Fires in Otway Ranges: 2,024 ha. destroyed.
21 February 1965	Fires in Otway Ranges: 12,000 ha. destroyed.
23 November 1966	Fires in the Otway Ranges, Modewarre, Wurdale and Anglesea -15,000 ha. destroyed.
11 Jan 1968	Fire in South Colac - 810 ha. destroyed.

6 Feb 1968	Fire on north side of Lorne: 1215 ha. destroyed.
12 February 1977	Grass fires in Cressy destroy 42,000 ha. Three fatalities recorded, 10 homes lost and other buildings destroyed. Grass fires in Werneth destroyed the State School, tennis centre and a large number of outbuildings. Beeac fire
16 February 1983	Ash Wednesday: Major fires originating at Deans Marsh result in 3 fatalities, the loss of approximately 41000 ha (mainly forest) and the destruction of 729 dwellings.
March 1998	Yeodene peat fire – repeated outbreaks over a number of years were contained close to the site, however in 1998 an outbreak escaped the site and burnt over 300 hectares, being stopped on the Barwon River flats.
2 February 2001	Wingeel Plains Fires destroyed 2000 ha.
15 September 2002	Chapple Vale fire destroyed 786 ha.
25 December 2015.	The Christmas Day fires of 2015 in Wye River and Separation Creek saw the loss of 109 houses. The fire was started by lightning in inaccessible country a week prior. It burnt over a number of weeks and when finally extinguished the fire had burnt through 2600 hectares of the Otway Ranges and destroyed 116 houses in Wye River and Separation Creek.

Source: Otway District Strategic Fire Management Plan (2017 -2020) - Version 1.5

Figure 15 - Map Showing Bushfire History for Colac Otway Shire

To access the interoperable Colac Otway Shire WebGIS portal with up to date mapping information for bushfire history within Colac Otway Shire. Click HERE
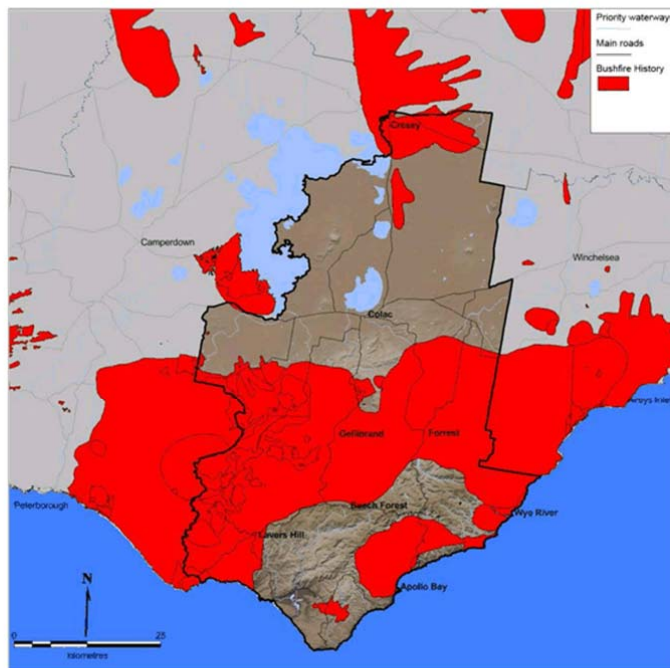
Source: FIRE_HISTORY – Department of Environment and Primary Industries – 27/12/2013

Figure 16 - Map Showing Earthquake History for Colac Otway Shire
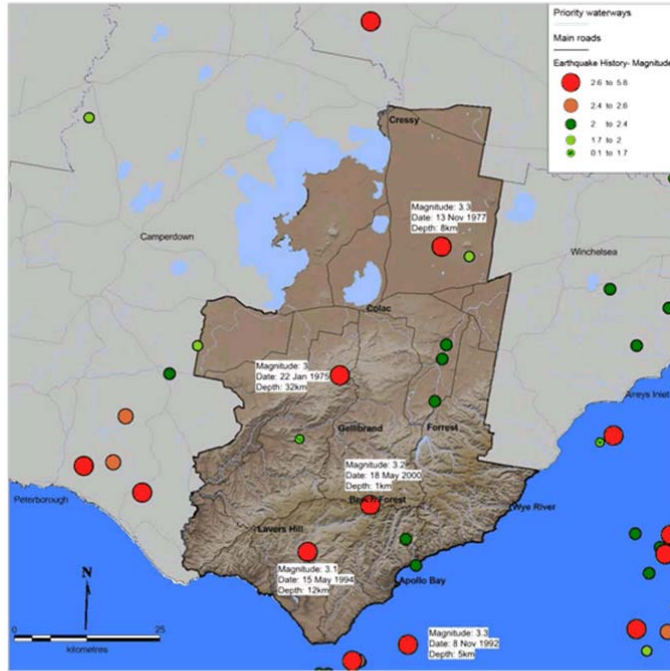
To access the interoperable Colac Otway Shire WebGIS portal with up to date mapping information for earthquake history within Colac Otway Shire. Click HERE

Source: Earthquake History – Geoscience Australia – 09/01/2013

PART 3 – PLANNING ARRANGEMENTS

3.1   Introduction

This section details the planning arrangements for the management of emergencies within the Colac Otway Shire. It identifies specific emergency management roles and responsibilities and the emergency management planning committee structure that oversees emergency management arrangements.

Many of the following arrangements are requirements under the *Emergency Management Act 1986*; however, the primary purpose of the arrangements are to meet the needs of emergency affected communities.

3.2   Municipal Emergency Management Functions

The *Emergency Management Act 1986, the Emergency Management Act 2013* and the *Local Government Act 1989*, identifies that councils play a critical role in Victoria's emergency management arrangements and systems.

Councils have emergency management responsibilities as they are the closest level of government to their communities and have access to specialised local knowledge about the environmental and demographic features of the municipality.

People will naturally seek help from their local council and emergency management agencies during emergencies and the recovery process.

The Colac Otway Shire Council is responsible for the management of municipal resources and the coordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies. Emergency management responsibilities of Council include:

- The provision of emergency relief to combatants and affected persons during the response phase.
- The provision of supplementary supply (resources) to control and relief agencies during response and recovery.
- Municipal assistance to agencies during the response to and recovery from emergencies.
- The assessment of the impact of the emergency.
- Recovery activities within the municipality, in consultation with the Department of Human Services.

3.3   Victorian Arrangements

In Victoria, emergency management planning is conducted at three levels, state, regional and municipal. Part 1 of the EMMV describes the principal planning communities for emergency management in Victoria.

The framework for the management for all types of emergencies in Victoria is provided by the Emergency Management Act 1986, the Emergency Management Act 2013 and the State Emergency Response and Recovery planning arrangements contained in the EMMV.

3.4   Emergency Management Planning Process

The emergency management planning process can be seen as a series of steps that results in the development, maintenance and refinement of an emergency management plan. The following diagram illustrates the continuous nature of the planning process in detail

Figure 17 – Detailed Municipal Emergency Management Planning Process
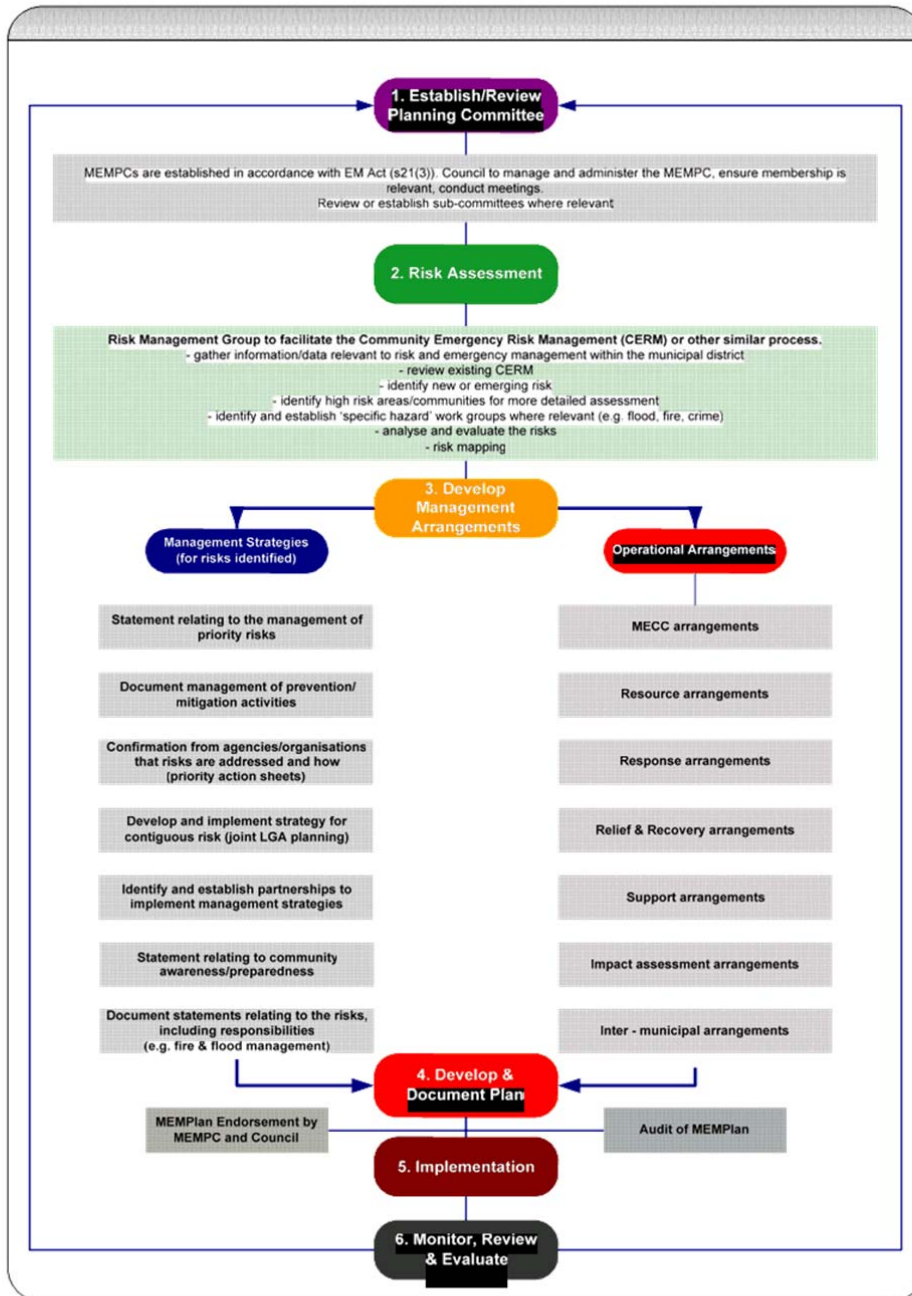
Source: Part 6 EMMV

3.5   Municipal Emergency Management Planning Committee

The Colac Otway Shire MEMPC has been established pursuant to *Sections 21(3) and (4) of the Emergency Management Act 1986.*

The MEMPC is one component of a broader structure that enables appropriate planning, response and recovery activities and arrangements at local and regional levels, with sub-committees and working groups who are responsible for planning for fire management, flood management, and relief and recovery.

Figure 18 shows the MEMPC committee structure and the vertical and horizontal links to other committees.

3.5.1 Role of the Municipal Emergency Management Planning Committee

It is not the MEMPC's role to manage emergencies. This is the responsibility of agencies and personnel identified under the Victorian State Response and Recovery Arrangements.

The MEMPC is required to prepare the Municipal Emergency Management Plan as per the *Emergency Management Act 1986.* The ongoing role of the committee is to:

- Develop and maintain the MEMP for consideration by Council.
- Review and update the MEMP annually, including review of risks and the Community Emergency Risk Assessment (CERA) as required.
- Arrange regular tests/exercises of MEMP.
- Assess and review hazards and risks facing the community.
- Call an out of session meeting following an emergency incident or change to the plan.
- When necessary, form specialist sub-committees or working groups of the MEMPC
- Prepare risk specific response and recovery sub-plans for the municipal district.

The MEMPC is chaired by the Municipal Emergency Manager and the Executive Officer role is undertaken by Councils Municipal Emergency Management Coordinator.

3.5.2 MEMPC Terms of Reference

Terms of reference for the committee have been developed and are provided at Appendix 6 – MEMPC Terms of Reference

3.5.3 MEMPC Membership

The membership of the MEMPC consists of representatives of the following organisations:

- Victoria Police (VICPOL)
- Victoria State Emergency Service (VICSES) – South West Region.
- Country Fire Authority (CFA) – District 6.
- Department of Health and Human Services (DHHS).
- Colac Otway Shire – Municipal Emergency Manager (MEM), Municipal Emergency Resource Officer (MERO), Municipal Recovery Manager (MRM), Municipal Fire Prevention Officer (MFPO) and nominated Councillors.
- Ambulance Victoria (AV).
- Department of Environment Land, Water and Planning (DELWP).
- Powercor.
- Barwon Water.
- VicRoads – South West Region.
- Parks Victoria.
- Department of Economic Development, Jobs, Transport and Resources (DEDJTR)

Representatives of other organisations may be co-opted to the MEMPC as required:

- Wannon Water.
- Colac Area Health.
- Red Cross.
- Telstra.
- Department of Economic, Development, Jobs, Transport and Resources (DEDJTR).
- V/Line.
- Gas Authorities.
- Environment Protection Authority.
- VCC Emergencies Ministry

The MEMPC contact list is updated quarterly post MEMPC meetings by the Executive Officer of the MEMPC. Contact details are included in Appendix 3 – Municipal Emergency Planning Committee Members

Figure 18 - Colac Otway Shire Emergency Management Committee Structure

3.5.4   Frequency of MEMPC Meetings

The Colac Otway Shire MEMPC meet quarterly. Extraordinary meetings may be called by the MEMPC should a significant event occur within the municipality. A record of MEMPC meetings is provided at Appendix 7 – Meeting and Training Log

3.6   MEMPC Sub-Committees

The MEMPC Committee has four specialist sub-committees currently undertaking specific work.
1. Municipal Fire Management Planning Committee (MFMPC) – ToR **TRIM: D13/14125**
    a. Responsible for development and review of the Municipal Fire Management Plan (MFMP).

2. Cross Council Relief and Recovery Sub-committee. ToR **TRIM: D12/65712**
   a. Responsible for the development of Relief and Recovery Plans that address:
      i. Roles and responsibilities of three councils.
      ii. Planning and preparedness.
      iii. Activation processes.
      iv. Support arrangements.

3. Events Sub-Committee ToR **TRIM: D13/41205**
   a. Responsible for reviewing the CFA/DELWP Event Management and Wildfire Trial Guidelines.
   b. Overseeing broader emergency management for events.

4. Community Emergency Risk Assessment (CERA) Working Group
   a. Responsible for the development and review of the CERA.

3.7   Emergency Management Group (EMG)

Colac Otway Shire convenes an internal Emergency Management Group (EMG) to manage day to day emergency management duties and promote emergency management within the organisation. This group meets fortnightly during the Declared Fire Danger Period and monthly throughout the rest of the year.

The EMG comprises:

- Municipal Emergency Manager (MEM).
- Municipal Emergency Resource Officers (MERO).
- Municipal Recovery Manager (MRM).
- Deputy MRM.
- Municipal Fire Prevention Officer (MFPO).
- Manager Information Services.

Other Council officers can be co-opted to the group as required. The EMG is chaired by the MEM.

3.8   Environment and Community Safety Unit

Council's Environment and Community Safety (E&CS) Department has the role of ensuring appropriate prevention and preparedness mechanisms and processes are in place for emergency response, relief and recovery.

The E&CS Department is integral to Council's capacity to establish a coordinated approach in identifying and mitigating risks, preventing, planning for, responding to, and recovering from emergencies.

The E&CS Department sits within Council's Development & Community Services Division and includes staff whose primary role is emergency management and community safety. These include the Manager for E&CS, the Municipal Emergency Management Coordinator, Municipal Fire Prevention Officer (MFPO) and Assistant MFPOs.

The Manager for E&CS Division along with the Municipal Emergency Management Coordinator preform the roles Municipal Emergency Resource Officer (MERO) and deputy MERO respectively. The E&CS Division in turn works closely with the Municipal Recovery Manager (MRM), Municipal Emergency Response Coordinator (MERC), and key stakeholders to develop plans and prepare for emergency events.

3.9   Audit Requirements for the Plan

The audit process is designed to stimulate quality municipal emergency management planning in a positive, non-punitive way. It advises and supports Councils in their efforts to serve their communities.

3.10   Audit of the Plan

The plan is audited pursuant to *Section 21A* of the *Emergency Management Act 1986* by the Chief Officer, Victoria State Emergency Service every three years.

The MEMPC is responsible for ensuring the plan complies with the guidelines. The Act also requires that the auditor obtain comments on each municipal plan from the Regional Emergency Response Planning Committee and the Regional Recovery Committee.

3.11   Response to Audit

Under *Section 21A (3)* of the *Emergency Management Act,* each municipal council must respond in writing to an audit report within three months of receiving it. If the audit is qualified, Councils should indicate in their response how they intend to remedy any deficiencies.

3.12   Maintenance Review and Testing of the Plan
3.12.1 Authority

This Plan was developed by the Colac Otway Shire MEMPC, formed under the authority of the Colac Otway Shire Council, pursuant to *Part 4, Section 20* of the *Emergency Management Act 1986.*

Council endorses this Plan on the basis of advice provided by the MEMPC. This plan is administered by the Municipal Emergency Management Coordinator. All enquiries can be directed to:

> Municipal Emergency Management Coordinator
> Colac Otway Shire Council
> PO Box 283
> Colac VIC 3250

3.12.2 Review of the Plan

This plan will be reviewed annually or after an emergency or exercise where the plan has been utilised.

Organisations and departments delegated with responsibilities in the plan are required to notify the Municipal Emergency Resources Officer (MERO) of any required changes.

Council will check all contact numbers and names contained within the various parts of the plan biannually (every six months). The MERO and the Municipal Recovery Manager (MRM) will ensure that these bi-annual checks/updates are completed. The MEMPC contact list will be updated quarterly after each MEMPC meeting.

A major review will be undertaken by a working group made up of members of the MEMPC prior to the regulated audit of the plan (every three years). A major Community Emergency Risk Assessment review will coincide with the major plan review. This process is instrumental in identifying emergency risks that could impact on the Colac Otway Shire.

It is the responsibility of the Municipal Emergency Manager (MEM) to ensure that all facets of the Plan, including terminology, are updated on a regular basis. Minutes of meetings will be taken and kept on record.

The Municipal Emergency Management Coordinator will support the MEM in the role of MEMP caretaker. Any amendments will be produced and distributed by the Colac Otway Shire Council as required. Agencies as identified on the distribution list are required to acknowledge receipt of the amendments.

Amendments will be distributed via hardcopy, pdf (via email) or CD in the mail either as inserts into sections or as a complete document depending on the nature and number of the amendments undertaken.

Amendment distributions to those organisations listed in the distribution list, as provided in Appendix 8 – MEMP Distribution List will be accompanied by a confirmation letter to be signed and returned by the recipient confirming that the amendment has been received and administered into their copy of the Plan.

A copy of this Plan will be lodged with the State Library of Victoria, as required under the *Victorian Libraries Act 1988*.

3.12.3 Testing and Exercising of the Plan

The MEMPC in conjunction with the Municipal Emergency Response Coordinator (MERC) is responsible for planning, implementing and conducting debriefs for test exercises. A record of training exercises is provided at Appendix 7 – Meeting and Training Log.

Training will be specific and tailored to the functions being undertaken. It is the responsibility of the Colac Otway Shire to coordinate the training of Council staff with emergency management roles.

Arrangements pertaining to this Plan are tested a minimum of once per annum, under the auspices of the Colac Otway Shire MEMPC. Any procedural anomalies or shortfalls encountered during the exercises, tests or assessments will be addressed and rectified at the earliest opportunity.

3.13 Planning Across Boundaries

Planning for both response and recovery at the regional level is required because many emergencies traverse municipal boundaries, and because many services provided by State government agencies are administered and delivered at a regional level.

At a local level, communication of identified risks across municipal boundaries takes place through provision of MEMP plans to municipalities that border Colac Otway Shire. Every opportunity is taken to include neighbouring councils in fire management planning and relief and recovery training and exercising. Contact is also made if new risks are identified that may impact them.

Neighbouring Councils

Surf Coast Shire	5236 0600	www.surfcoast.vic.gov.au
Corangamite Shire	5593 7100	www.corangamite.vic.gov.au
Golden Plains Shire	5220 7111	www.goldenplains.vic.gov.au

PART 4 – PREVENTION/MITIGATION ARRANGEMENTS

4.1   Introduction

Emergency Risk Management is a process which aims to reduce risks within a community. This can be done by identifying the risks that a community faces, assessing the vulnerability of the community to those risks and providing options to reduce or eliminate the risks.

Emergencies of some kind or another occur every day within a municipality. The aim of emergency risk management is to promote public safety and reduce the impact of these emergencies.

4.2   Community Emergency Risk Assessment (CERA)

A key element of Councils role in emergency prevention and mitigation relates to the identification of potential and man-made hazards within the municipality and plans for their mitigation and management. The principal mechanism for undertaking this hazard identification is through the CERA process.

The CERA process developed by VicSES, provides the MEMPC with a framework for considering and improving the safety and resilience of the community from hazards and emergencies.

The CERA approach aims to understand the likely impacts of a range of emergency scenarios upon community assets, values and functions. As such, CERA provides an opportunity for multiple community impacts and consequences to be considered enabling collaborative risk treatment plans and emergency preparedness measures to be described.

The outputs of the assessment process can be used to inform emergency management planning, introduce risk action plans and ensure that communities are aware of and better informed about hazards and the associated emergency risks that may affect them.

4.3   Development of Colac Otway Shire CERA

The CERA process comprises a five step framework which includes Risk Assessment and Risk Treatment and has replaced the Community Emergency Risk Management (CERM) process which was utilised by Council in iterations of the MEMP previous to version 2.4. CERA is consistent with AS/NZS ISO 3100:2009 Risk Management – Principles and Guidelines.

The CERA process underpins the MEMP by providing a mechanism for the identification of hazards, the determination of risk associated with those hazards and how those risks are to be managed. The CERA process aims to reduce the incidence and impact of risks within the Colac Otway Shire community by identifying the risks that the community may face, assessing the vulnerability of those at risk and providing options, treatments and/or elimination of the risks.

It is acknowledged that some risks will span municipal boundaries. In these instances, treatments will be developed in collaboration with adjoining municipalities.

Step 1 – Establish the Content
- Establish the objectives of the CERA process.
- Define how CERA will benefit and respond to the needs of community, regional and state level stakeholders.
- Define the approach and identify key participants.
- Define the risk assessment criteria that will be used.
- Develop a municipal profile.

Step 2 – Identify Emergency Risks

- Through primary and secondary sources, identify and review the universe of potential emergency risks.
- Based upon historical data, loss events and other relevant analysis (VFRR, etc.) select a short list of risks for further assessment relative to the municipality.

Step 3 – Analyse Emergency Risks

- Estimate ratings of consequence, likelihood and mitigation/preparedness for each risk.
- For each risk – determine high-level changes required, if any, in collaborations with other municipalities and state-level agencies.
- For each relevant share attribute group, facility and/or location – estimate the level of action, if any, relative to emergency risks.

Step 4 – Evaluate Emergency Risks

- Review the preliminary analysis to determine the extent of actions to be taken relative to risks and/or shared attribute groups.
- Determine if further in depth analysis is required for certain risks and/or shared attribute groups.
- Determine best approach, resources and participants required to develop specific actions relative to each risk.

Step 5 – Treat Emergency Risks

- Determine specific actions for improving controls and preparedness, generally.
- Define specific actions to enhance collaboration with other communities and/or state level agencies.
- Determine specific actions to better control/mitigate the risk and related impacts, particularly across shared attribute groups.
- Leverage the results of the CERA to inform your MEM Plan and other related documents/processes.

Given the combination of the municipality's geomorphology, history of natural disasters and the socio-demographic trends in its communities, the Colac Otway Shire potentially faces significant issues in the event of a natural or man-made disaster. The following maps provide a pictorial view of some of the risks faced by Colac Otway Shire.

Figure 19 – Priority Waterways and 1 in 100 Year Flood Mapping

To access the interoperable Colac Otway Shire WebGIS portal with up to date mapping information for 1 in 100 year flooding within Colac Otway Shire. **Click HERE**
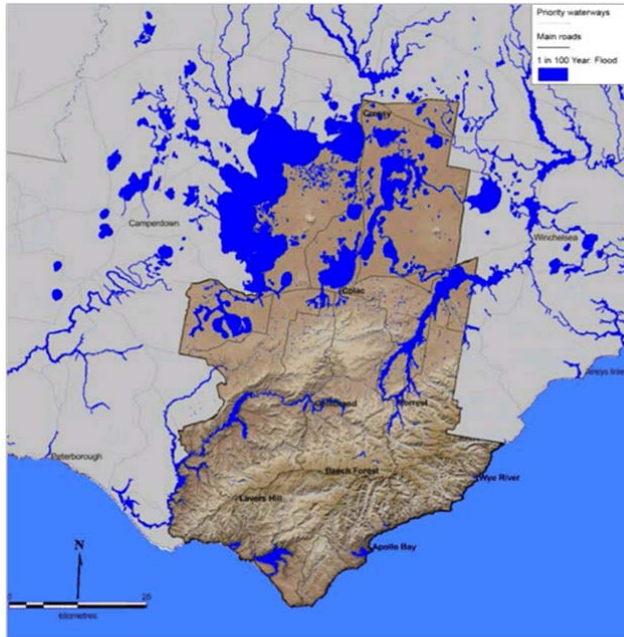
Source: EXTENT_200Y_ARI – Department of Environment and Primary Industries – 18/10/2013

Figure 20 – Identified Landslide and Erosion Potential

To access the interoperable Colac Otway Shire WebGIS portal with up to date mapping information for erosion and landslide history within Colac Otway Shire. **Click HERE**
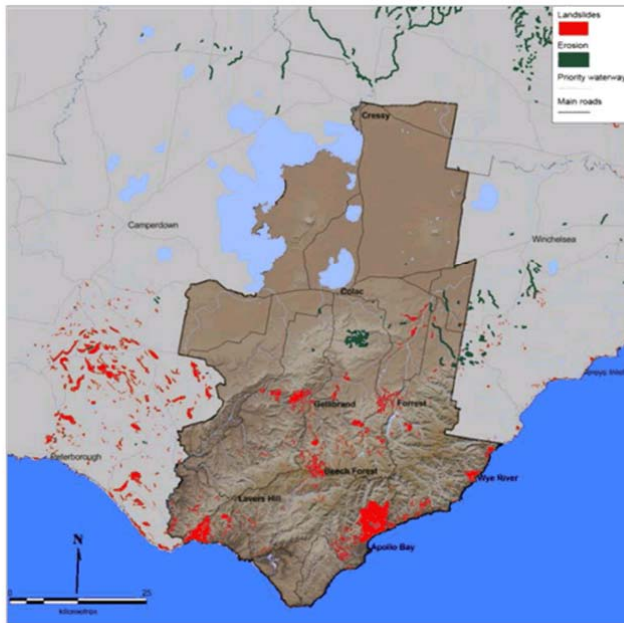
Source: Erosion; Landslides – COS/ Fed University (previously Ballarat University) - 2008

Residual risk ratings for identified hazards are listed in the table below:

Figure 21 - CERA hazard residual risk rating table

Colac-Otway Shire Council			
13 March 2016			
Code	Risk	Ratings Confidence	Residual Risk Rating
BF-L	Bushfire - large, regional	Med	High
Te-O1	Fire - (Residential / Industrial)	Med	High
Te-MP	Marine Pollution	Med	High
LS	Landslip	Med	High
N-O1	Severe Weather	Med	High
SF-BU	Structural Failure - Building	Med	Medium
Te-O3	Hazourdous Materials (spill / Leak /	Med	High
N-O2	Flooding	Med	Medium
SS	Storm Surge	Med	High
Te-O2	Air Pollution	Med	Medium
EQ	Earthquake	Med	High
BO	Bombing / Explosion	Med	Medium
ET-HW	Extreme Temperatures - Heatwave	Med	Medium
I-O1	Infrastructure Failure	Med	Medium
SF-D	Structural Failure - Dam	Med	Medium
HE	Human Epidemic / Pandemic	Med	High
		Select	
		Select	
		Select	
		Select	

Source: CERA Assessment for Colac Otway Shire

A risk treatment schedule and plan is contained in the Community Emergency Risk Assessment. This schedule and plan is provided in Appendix 9 – Community Emergency Risk Assessment-

The progress of implemented treatment options is monitored by the MEMPC through reports provided by the MERO and responsible agencies at MEMPC meetings.

Figure 22 – CERA heat map

Community Emergency Risk Assessment (CERA) Heat Map

Note: Size of bubble reflects level of residual likelihood
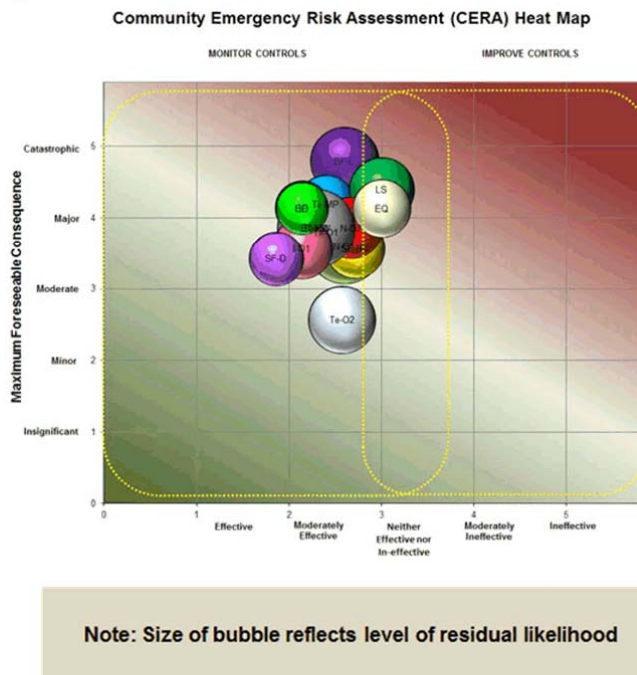
Source: CERA Assessment for Colac Otway Shire

4.3.1 Monitoring and Review

The CERA is subject to minor reviews lead by VicSES and will undergo a major review at least once every three years, between audits. The progress of implemented treatment options is monitored by the MEMPC through reports provided by the MERO and responsible agencies at MEMPC meetings and through the annual risk assessment process.

The cyclic review of the risk management process will result in a report provided to the MEMPC identifying any adjustments required and will also be used by the committee to identify if any amendments or updates are required to the MEMP.

This process will be administered by the Executive Officer and if required, an updated draft plan will be presented to the MEMPC for endorsement.

Once the CERA is complete the MEMPC will make the output of the CERA process available on the Colac Otway Shire website for feedback and review from the community.

4.4 Hazard, Exposure, Vulnerability and Resilience

4.4.1 Hazard

A hazard can be defined as a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

The hazards of concern to disaster risk reduction are of natural origin and related environmental and technological hazards and risks. Such hazards arise from a variety of geological, meteorological, hydrological, oceanic, biological, and technological sources, sometimes acting in combination. In technical settings, hazards are described quantitatively by the likely frequency of occurrence of different intensities for different areas, as determined from historical data or scientific analysis.

This MEMP, informed by the Community Emergency Risk Assessment, includes identified hazards which would lead to sources of risks in the Colac Otway Shire. Risk statements are generated to establish a credible relationship between a source of risk and an element of risk. An overview of this information is provided in Appendix 9 – Community Emergency Risk Assessment- and detailed information is included in the CERA document held by the MEMPC Executive Officer.

4.4.2 Exposure

Exposure refers to people, property, systems, or other elements present in hazard zones that are thereby subject to potential losses.

While the literature and common usage often mistakenly combine exposure and vulnerability, they are distinct. Exposure is a necessary, but not sufficient, determinant of risk. It is possible to be exposed but not vulnerable (for example by living in a floodplain but having sufficient means to modify building structure and behaviour to mitigate potential loss). However, to be vulnerable to an extreme event, it is necessary to also be exposed.

4.4.3 Vulnerability

Vulnerability refers to the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard.

There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors. Examples may include poor design and construction of buildings, inadequate protection of assets, lack of public information and awareness, limited official

recognition of risks and preparedness measures, and disregard for wise environmental management. Vulnerability varies significantly within a community and over time.

4.4.4   Resilience

Resilience can be defined as the ability of a system, community or society exposed to hazards to resist, absorb, accommodate to and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions

4.5   Prevention

Prevention of emergencies includes a range of activities that require the allocation of resources (human and financial) and multi-agency support to ensure a coordinated and well planned approach to hazard mitigation and risk reduction.

Prevention takes many forms, including legislation, risk mitigation activities, programs and plans. Much of this work is integrated within everyday business and activities of services, agencies and the community.

Colac Otway Shire and key agencies develop and implement a range of plans and initiatives that ensure appropriate prevention/mitigation activities are conducted regularly. The following list are examples of plans and activities developed and implemented by Council and other agencies:

- Otway District Strategic Fire Management Plan.
- Annual Fire Prevention Program.
- Public Health and Wellbeing Plan.
- DELWP Fire Operations Plan.

4.6   Preparedness

Preparedness for emergencies includes a range of activities that require the allocation of resources (human and financial) and the support of agencies to ensure a coordinated and well planned approach.

Preparedness takes many forms, including planning, training, exercising, purchase of infrastructure and the development and implementation of programs. Whilst much of this work is integrated within the everyday business and activities of Council and agencies, community preparedness is an important component.

Colac Otway Shire, and key agencies develop and implement a range of plans and initiatives that ensure they, and the community are appropriately prepared for emergencies. The following are examples of plans and activities developed and implemented by Council and other agencies:

- Exercises and training.
- Community Information Guides.
- Municipal Relief and Recovery Plan.
- Municipal Neighbourhood Safer Places Plan – Places of Last Resort (NSP).

4.7   Community Education

Community education is a vital component of prevention and preparedness. The development of relevant and appropriate community education resources and activities empower the community and enhances their resilience through being well informed and therefore better equipped emotionally and physically for an emergency. Resilient communities are well prepared, better able to respond to and recover from the impacts of an emergency.

Colac Otway Shire together with emergency management services/agencies actively engage the community through a range of mechanisms including community programs and projects, media releases, advertisements, Councils website and Emergency Service Networks.

It is important to note that community members are also responsible for learning the potential risks of their environment and for actively planning and preparing to respond to the risks of emergencies. This includes taking action to protect themselves, their families, vulnerable members of the community and their interests. By doing so, individuals and communities build and strengthen their own resilience to emergencies.

The Colac Otway Shire Council website and social media tools will play a critical role in communicating with the broader community. In the event of an emergency, the council website www.colacotway.vic.gov.au and Facebook page could be used to communicate information on the following:

- Council services.
- Emergency management planning.
- Current event information.
- Neighbourhood Safer Places.
- Public health.
- Municipal Emergency Management Plan.
- Community Emergency Risk Assessment.
- Fire prevention.
- Business continuity.
- Recovery activities.
- Planned meetings and activities.

The Colac Otway Shire has developed a Community Engagement Policy which will provide direction for engagement with the community pre, during and post emergency events. **(TRIM: 16/24548)**

PART 5 – RESPONSE ARRANGEMENTS

5.1   Introduction

The *Emergency Management Act 2013* defines Emergency Response as the combating of emergencies and the provision of rescue and immediate relief services.

The State Emergency Response Plan (included in the EMMV) details the response management arrangements for Victoria. Those arrangements are applicable at all levels, State, Regional and Municipal. Victorian emergency response operational arrangements are underpinned by individual agencies performing specific tasks in response to emergencies according to their legislated role, obligations and administrative arrangements.

Responses to an emergency situation generally follow accepted procedures and involve a number of activation phases. This section details Colac Otway Shire's arrangements for response to an emergency.

5.1.1 State Emergency Management Priorities

The State has endorsed a set of emergency management priorities to underpin and guide all decisions made during emergencies in Victoria. The priorities focus on the primacy of life and the issuing of community warnings and information, in order to assist people to make informed decisions about their safety.

The priorities are

- Protection and preservation of life is paramount. This includes:

    o   Safety of emergency response personnel and

    o   Safety of community members including vulnerable community members and visitors/tourists

- Issuing of community information and community warnings detailing incident information that is timely, relevant and tailored to assist community members make informed decisions about their safety

- Protection of critical infrastructure and community assets that support community resilience

- Protection of residential property as a place of primary residence

- Protection of assets supporting individual livelihoods and economic production that supports individual and community financial sustainability

- Protection of environmental and conservation assets that considers the cultural, biodiversity, and social values of the environment.

The State emergency management priorities provide a framework for emergency managers to identify the priority roles and actions of agencies in an emergency response, especially where there are concurrent risks or competing priorities.

5.2   Coordination, Control and Collaboration Overview

Emergency response management is based on the functions of coordination, control, command, consequence management and communications. Broadly:

- Coordination is the bringing together of agencies and resources to ensure effective

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response to and recovery from emergencies.

- Control is the overall direction of response activities in an emergency, operating horizontally across agencies.

- Command is the internal direction of personnel and resources, operating vertically within an agency.

Additionally, in order to meet the objectives of emergency management in Victoria, those performing the control, command and coordination functions need to ensure:

- the consequences of the emergency are managed and

- there is communication that meets the information needs of communities, stakeholders and government.

The functions of coordination, control, command, consequence management and communications are discussed further in this Part.

Figure 23 – Conceptual depiction of the relationship between control, command and coordination in emergency response
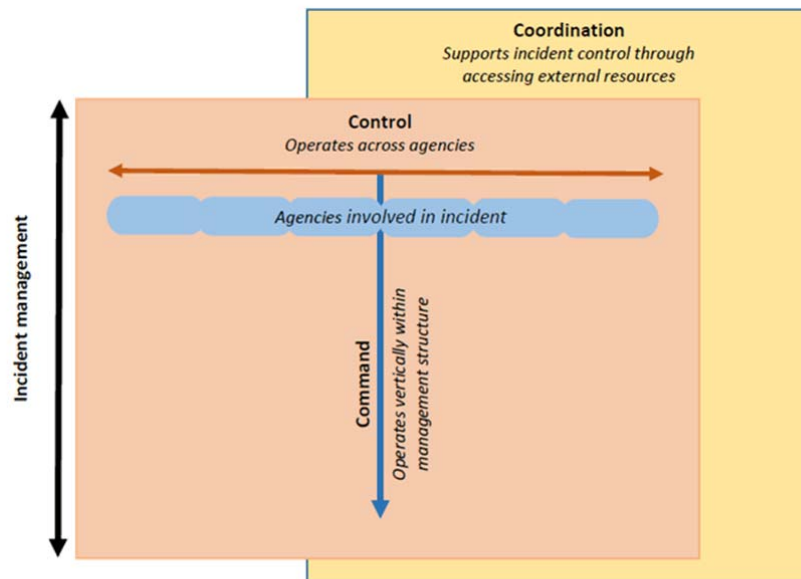
Source: Part 3 EMMV

5.3   Coordination

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

5.3.1 Response coordination

Emergency response coordinators bring together agencies and resources to support the response to emergencies. Broadly, their functions are to ensure:

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- effective control arrangements have been established and are maintained to manage the response to emergencies
- effective information sharing
- the necessary resources are accessed to support the response to emergencies.

5.3.2 Recovery coordination

- Emergency recovery coordinators/managers bring together agencies and resources to support the provision of relief and recovery from emergencies.

5.4 Control

Control is the overall direction of response activities in an emergency, operating horizontally across agencies. In Victoria, authority for control is established in the State Emergency Response Plan, with the details listed in the EMMV Part 7 – Emergency Agency Roles.

Controllers are responsible for leading all agencies responding to the emergency. Specific arrangements apply to the appointment of controllers for Class 1 and Class 2 emergencies and for fires other than for a major fire.

The 'line of control' refers to the line of supervision for those appointed to perform the control function and this relates to the specific class of emergency. Controllers escalate or provide direction on control issues through the line of control.

There may be some complex emergencies which require only the coordination of the consequences of the emergency across a number of agencies with shared accountability and which do not require controllers

5.5 Command

Command is the internal direction of personnel and resources, operating vertically within an agency. Each agency has a 'chain of command', which is the agency's organisational hierarchy that identifies the link between each individual and their supervisor.

Each agency responding to an emergency must identify the commanders responsible for supervising agency personnel and the agency chain of command. Commanders escalate agency issues and provide direction on agency issues through the agency chain of command.

Where there is an agreed inter-agency arrangement, a functional commander may supervise personnel and resources from more than one agency.

5.6 Consequence Management

The Emergency Management Commissioner is responsible for consequence management for major emergencies. Consequence management involves the coordination of the activities of agencies with a role in delivering of services to the community, with the aim of minimising the adverse consequences of emergencies on the community.

During a major emergency, all agencies including critical infrastructure providers may need to activate their business continuity arrangements in order to manage the adverse consequences of the emergency on their area of responsibility.

Consequence management should inform and be a precursor to relief and recovery activities.

5.7 Communications

Communications relates to communicating to the public, reporting to government and communicating with stakeholder agencies during emergencies.

Information on communicating to the public is detailed in chapter 5 of Part 3 of the EMMV

5.8 Levels of Emergencies and Operational Management

5.8.1 Major Emergencies

The State Emergency Response Plan (EMMV Section 3) categorises emergencies into three classes:

Class 1 emergency	(a) a major fire; or (b) any other major emergency for which the Metropolitan Fire and Emergency Services Board, the Country Fire Authority or the Victoria State Emergency Service Authority is the control agency under the state emergency response plan. (Emergency Management Act 2013 section 3)
Class 2 emergency	A major emergency which is not— (a) a Class 1 emergency; or (b) a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth; or (c) a hi-jack, siege or riot. (Emergency Management Act 2013 section 3)
Class 3 emergency	For the purpose of this State Emergency Response Plan, a Class 3 emergency means a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth, or a hi-jack, siege or riot. Class 3 emergencies may also be referred to as security emergencies.

5.8.2 Non-major Emergencies

Many small events that meet the definition of emergency are managed by community members or through the normal or business continuity arrangements of industry, agencies or government and the roles and responsibilities listed within this part are not applied.

5.9 Operational Tiers

Emergency response operations is managed through the following three operational tiers:
- state tier
- regional tier
- incident tier.

Not all tiers will be active for every emergency. In general the state and regional tiers are active

only for major emergencies or where major emergencies are anticipated to occur. Non-major emergencies are managed only at the incident tier.

5.10   A Team Approach

The people and agencies with roles and responsibility for responding to emergencies work together in teams at the state, regional and incident tiers to ensure a collaborative and coordinated whole of government approach to the management of emergencies at each tier.

The following diagram shows the teams at each tier, the primary function that each team supports and the relationship between teams.

Figure 24: The team structure across all operational tiers (Source EMMV Part 3)

	Primary function supported by the team			
	Control	Response coordination		Relief and recovery coordination
		Communications	Consequence management	
State tier	State Coordination Team			
	State Control Team	Emergency Management Joint Public Information Committee	State Emergency Management Team	State Relief and Recovery Team
Regional tier	Regional Control Team	Regional Emergency Management Team		Regional Recovery Planning Committee or equivalent*
Incident tier	Incident Management Team (major emergencies	Incident Emergency Management Team (major emergencies)		Municipal Recovery Planning Committee or equivalent*
	Incident Emergency Management Team (non-major emergencies)			

* established as required

5.11   Incident Tier Teams

The incident controller will activate incident tier teams as required in anticipation of or in response to a specific incident. Incident tier arrangements apply for both non-major and major emergencies; although enhanced arrangements apply to the management of major emergencies (refer to part 3 of EMMV for arrangements during major and non-major emergencies).

5.12   Incident Controller

The Incident Controller's responsibilities are to:
- Carry out the directions of the Regional Controller.
- Take charge and provide leadership for the resolution of the incident, including directing support agency commanders.
- Establish a control structure to suit the circumstances.
- Ensure timely issue of warnings and information to the community.
- Identify current and emerging risks, or threats, and implement proactive response strategies.
- Lead multi agency planning and develop and implement an incident action plan (including objectives and strategies to manage the incident).
- Establish and manage the Incident Management Team, if required
- Establish the Incident Emergency Management Team, if required.
- Oversee the operational functioning of the Incident Control Centre, if operating.

- Ensure the timely flow of information to the:
  - Regional Controller
  - control and support agencies
  - Municipal Emergency Response Coordinator
  - Municipal Recovery Manager/Regional Recovery Coordinator
  - other stakeholder agencies.
- Continually assess the performance of the emergency response against the Incident Action Plan.
- Request appropriate resources for subordinates to achieve tasks, or adapt tasks according to available resources.
- Initiate Initial Impact Assessment and activate relief arrangements where necessary.
- Apply the EMC operational standards and incident management procedures.

5.13   Incident Management Team (IMT)

The duty of an Incident Management Team (IMT) is to support the Incident Controller to perform their control function. The incident controller will establish an IMT where they require assistance to perform their control function. The IMT is usually part of an overall incident management system adopted by the agency for the specific class of emergency and which should be based on

- Flexibility
- management by objectives
- functional management
- unity of effort
- span of control.

Members of the control and support agencies providing the incident controller with support in functions that could include:

- planning
- intelligence
- public information
- operations
- investigation
- logistics
- finance

5.14   Incident Emergency Management Team (IEMT)

If two or more agencies respond to an incident, the Incident Controller should form and chair an Incident Emergency Management Team (IEMT). The IEMT supports the incident controller. Their focus is on managing the effect and consequences of the emergency.

If the Incident Controller is unable to attend or there are several disparate emergencies within the municipality, the MERC (or representative) should form and chair the IEMT.
The IEMT usually comprises:

- Incident Controller.
- MERC
- Support agency commanders (or their representatives).
- Health commander (functional commander of supporting health agencies).
- Regional or Municipal Recovery Manager.
- Emergency response coordinator (or representative).
- Other specialist persons as required.
- Local government.

The IEMT considers the efficacy of potential control strategies. The Incident Controller will task support agency or functional commanders to implement a strategy or to provide resources in

support of these strategies. Support agency commanders then implement the allocated strategy through their respective command structures, and report back to the Incident Controller as to the success or otherwise of the strategy.

The Incident Controller includes the strategies and the actions of all agencies in the Incident Action Plan. The effective operation of an IEMT relies heavily upon communication between agencies. The importance of an effective IEMT to the successful management of an emergency cannot be overstated.

5.15 Control and Support Agencies

The Control and Support Agencies, and their roles and functions, for the Colac Otway Shire are in accordance with the arrangements within Part 7 of the EMMV. A summary of these are provided at Appendix 10 - Control Agencies for Response and Appendix 11 – Support Agencies for Response

5.16 Municipal Emergency Coordination Group

The Municipal Emergency Coordination Group (ECG), is the municipal decision making group with responsibility for the overall coordination of municipal resources for use in an emergency. This group consists of the MERC, MERO and MRM. The ECG will be activated by the MERC if the scale of the emergency event is sufficient.

5.17 Municipal Emergency Coordination Roles

This section summarises the roles carried out by key municipal emergency personnel. A number of Council staff have emergency management responsibilities stipulated in their Position Description and have associated delegations to fulfil these particular roles. Role Statements have been developed for following key municipal emergency roles and connected to individual officers.

5.18 Municipal Emergency Manager

Colac Otway Shire acknowledges that support, endorsement and involvement from senior management are essential to implement effective emergency management strategies. Subsequently the Shire has appointed a member of the Executive as the MEM to oversee community safety generally and the MEMP in particular.

The MEM is responsible to the Chief Executive Officer for the effective management of Council's emergency management activities.

Council has identified the General Manager, Development & Community Services to the position of MEM. There is no appointed Deputy. MEMPC members will be notified of any change in the appointment of the MEM.

MEM roles and responsibilities include:
- Ensure the MEMP is effective and current.
- Ensure the municipal resources are utilised effectively in a community emergency for response and recovery activities.
- Coordinate the emergency activities of, and liaise closely with the MERO, MRM and MFPO.
- Ensure that the MECC can be activated at short notice in the event of an emergency.
- Arrange meetings of the MEMPC or the EMG as appropriate in an emergency.
- Maintain effective liaison with all Regional, State or Federal emergency related agencies servicing the municipality.
- Ensure that an effective contact base is maintained so that municipal resources can be accessed on a 24 hour basis.
- Ensure contractual arrangements with contractors to provide response or recovery support during an emergency are agreed to and documented in advance of such events.

- Ensure appropriate operating procedures and processes are developed, documented and tested by those required to use them during an emergency and that suitable training takes place.
- Ensure appropriate procedures, processes and systems are in place to record and monitor any Council expenditure specifically applicable to an emergency.
- Ensure that applications for expenditures eligible for assistance from State resources are submitted to appropriate agencies.
- Ensure that debriefing sessions are held for any response and recovery operation after an emergency to examine the effectiveness of the MEMP and review it as necessary.
- Keep the Council and Chief Executive Officer informed on emergency management activities including the presentation of an annual report on activities that includes expenditure incurred by Council during the previous 12 months.

5.19 Municipal Emergency Resource Officer

The MERO is responsible for the activation, deployment and coordination of municipal resources in response to emergency situations.

Council has appointed the, Manager Environment and Community Safety to the position of MERO. This role is a statutory appointment pursuant to Section 21(1) of the *Emergency Management Act 1986*. The Municipal Emergency Management Coordinator is also appointed Deputy MERO to ensure continuity of service in the absence of the MERO. MEMPC members will be notified of any change in the appointment of the MERO.

MERO roles and responsibilities include:
- Coordinate municipal resources in emergency response including for the clearance of blocked drains and tree removal on local roads and to assist with road closures and determination of alternative routes
- Provide municipal resources when requested by emergency services or police during response activities.
- Maintain effective liaison with emergency agencies within or servicing the municipal district.
- Maintain an effective contact base so municipal resources can be accessed on a 24 hour basis.
- Keep the MECC prepared to ensure prompt activation if needed.
- Liaise with the MEM and MRM on the best use of municipal resources.
- Organise a response debrief if requested by the MERC.
- Ensure procedures and systems are in place to monitor and record expenditure by the Council in relation to emergencies.
- Perform other duties as determined.

5.20 Municipal Recovery Manager

The MRM is primarily responsible for the coordination of municipal and community resources during relief and recovery operations. The MRM works closely with the MERO and other agencies to integrate relief and recovery efforts.

Council has appointed the Manager Community Services to the position of MRM and the Manager Environment and Community Safety as the deputy. MEMPC members will be notified of any change in the appointment of the MRM.

MRM roles and responsibilities include:
- Coordinate municipal and community resources for relief and recovery.
- Assist with collating and evaluating information gathered during the post-impact assessment process.

- Establish priorities for the restoration of community services and needs.
- Liaise with the MEM and MERO on the best use of municipal resources.
- Establish a Relief Centre as directed by the MERC or MERO.
- Establish a Recovery Centre at a location appropriate to the affected area.
- Liaise, consult and negotiate with recovery agencies and council on behalf of the affected area and community recovery committees.
- Liaise with the Regional Recovery Committee and the Department of Health and Human Services.
- Maintain vulnerable persons/locations/facilities list.
- Undertake specific relief and recovery activities as determined.

5.21 Deputy MERO and MRM

In the event of the MERO and MRM being required to undertake other functions such as planning, attending meetings or briefing sessions, Deputy MEROs and MRMs will be required to undertake the roles of MERO and MRM within the MECC. Deputy MEROs and/or MRMs may also be required to fulfil other functions, for example, attend community information sessions, assist operational officers or undertake inspections of ERCs.

5.22 Municipal Fire Prevention Officer (MFPO)

This role is a statutory appointment under the *Country Fire Authority Act 1958, Section 96A*. Council has appointed the Municipal Emergency Management Coordinator as MFPO and a number of other positions within the Environment and Community Safety department as assistant MFPOs. The primary role of the MFPO is to ensure Council's obligations under the *Country Fire Authority Act 1958* are met.

The MFPO roles and responsibilities include:

- Manage the Municipal Fire Management Planning Committee (MFMPC).
- Review Council's fire prevention planning and plans together with the MFMPC.
- Liaise with fire services, brigades, other authorities and councils regarding fire prevention planning and implementation.
- Advise and assist the MEMPC on fire prevention and related matters.
- Report to Council on fire prevention and related matters.
- Carry out statutory tasks related to fire prevention notices and infringement notices.
- Investigate and act on complaints regarding potential fire hazards.
- Advise, assist and make recommendations to the general public on fire prevention and related matters.
- Issue permits to burn (under section 38 of the *Country Fire Authority Act 1958*).

5.23 MECC Facility Manager

The MECC Facility Manager has responsibility for ensuring all systems relating to the running of the MECC are operating in a manner that is conducive to supporting emergency response, relief and recovery efforts.

5.24 Other Emergency Response Coordination Roles

Victoria Police has the responsibility under the *Emergency Management Act 1986 and the Emergency Management Act 2013* for emergency response coordination at municipal, regional and state levels for most emergencies. Emergency response coordinators are responsible for ensuring the coordination of the activities of agencies having roles and responsibility in response to emergencies, with the exception of emergencies involving Defence Force vessels and aircraft.

5.25 Regional Emergency Response Coordinator

The member of Victoria Police appointed as an emergency response coordinator for each Victorian Government region is known as a Regional Emergency Response Coordinator (RERC). The RERC may from time to time appoint deputies.

The RERC is responsible for bringing together agencies and resources within a region to support the response to emergencies.

The RERC will communicate with the Emergency Management Commissioner (EMC) through the Senior Police Liaison Officer.

The role of the RERC is to:

- Coordinate resources or services within the emergency response region, having regard to the provisions of section 56(2) of the EM Act 2013.
- Monitor control arrangements for emergencies across the region to ensure they are effective.
- Where necessary, ensure the Regional Controller has formed and is chairing the Regional Emergency Management Team (REMT) or, where there are multiple disparate emergencies in the Region, form and chair the REMT.
- Source resources and services requested by the Municipal Emergency Response Coordinators and escalate requests unable to be fulfilled by the region to the EMC through the Senior Police Liaison Officer.
- In the event of uncertainty, determine which agency is to perform its statutory response role within a region, where more than one agency is empowered to perform that role.
- Ensure the Regional Controller is developing a regional strategic plan for the management of the emergencies within the region.
- Ensure the Regional Recovery Coordinator has been notified of the emergency.
- Monitor the provision of warnings and information to affected communities.
- Consider registration of persons evacuated or otherwise affected across the region.
- Monitor the provision of relief across the region.
- Monitor the need to declare an emergency area.
- Provide the Senior Police Liaison Officer with information or advice on issues relating the control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery.
- Ensure the Regional Control Team and REMT conduct an operational debrief, where necessary, after a period of activation.

5.26 Municipal Emergency Response Coordinator

The member of Victoria Police appointed as an emergency response coordinator for each municipal district is known as a Municipal Emergency Response Coordinator (MERC).

The MERC sits on the Municipal Emergency Management Planning Committee.

The MERC will communicate with the EMC through the RERC (and subsequently the Senior Police Liaison Officer). The role of the MERC is to:

- Ensure that the appropriate control and support agencies are in attendance - or have been notified by the controller and are responding to an emergency.
- In the event of uncertainty, determine which agency is to perform its statutory response role, where more than one agency is empowered to perform that role.
- Ensure the Incident Controller has formed and is chairing an Incident Emergency Management Team (IEMT) or, if the Incident Controller is unable to attend or there are several disparate emergencies within the municipality, form and chair an IEMT.
- Arrange for the provision of resources requested by control and support agencies and escalate unfulfilled requests to the RERC.

- Advise the RERC of emergencies that have the potential to require supplementary resources from outside the municipal district. ensure timely warnings and information are provided to the community and support agencies by the control agency.
- Ensure the Incident Controller has developed and issued an incident action plan (including objectives and strategies for managing the incident).
- Ensure the Municipal Emergency Resource Officer is advised of the emergency, is available to provide access to municipal resources if required and is receiving information as appropriate.
- Attend, or arrange delegate to attend the Municipal Emergency Coordination Centre, if activated consider registration of persons evacuated or otherwise affected across the municipality.
- Consider the provision of relief to evacuees and agency personnel where necessary and advise the Municipal Recovery Manager of requirements.
- Consider the need for declaration of an emergency area.
- Ensure the municipal recovery manager has been notified by the incident controller of the emergency.
- Provide the RERC with information or advice on issues relating the control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery.
- Ensure the control agency for the emergency has organized an operational debrief with participating agencies as soon as practicable after cessation of response activities.

The appointed MERC in Colac Otway Shire is the Officer in Charge of the Colac Police Station.

5.27 Incident Emergency Response Coordinator (IERC)

The IERC is usually the senior member of Victoria Police at the initial scene of an emergency or at the place where control is being exercised at incident level.

This role usually relates to the first response to an emergency, and the person fulfilling the role may change in seniority as the emergency escalates or de-escalates.

The role of the IERC is to:

- maintain a presence at the place where control is being exercised and represent the MERC in their absence
- ensure effective control is established and maintained
- ensure that the appropriate control and support agencies are in attendance – or have been notified by the controller and are responding to an emergency
- in the event of uncertainty, determine which agency is to perform its statutory response role in accordance with the requirements of EMMV Part 7 – Emergency Management Agency Roles, where more than one agency is empowered to perform that role
- ensure the incident controller has formed and is chairing an IEMT and is ensuring effective information sharing
- arrange for the provision and allocation of resources requested by control and support agencies and escalate unfulfilled requests to the MERC or RERC
- ensure timely warnings and information are provided to the community and support agencies by the control agency
- ensure the incident controller has developed and issued an incident action plan (including objectives and strategies for managing the incident)
- consider the need for declaration of an emergency area
- provide the MERC or RERC with information or advice on issues relating to control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery.

5.28 Municipal Emergency Response Arrangements

Colac Otway Shire Council's emergency management response will depend on the nature of the incident that arises and what level the emergency is deemed to be (see 5.9 Operational Tiers). A comprehensive guide to Council's Emergency Management Response Structures can be found in Appendix 19. Additionally, a Municipal response flow chart for single incidents can be found in Appendix 20.

Dependent on the level Council's Municipal emergency response may be coordinated by Council's Incident Management Team (MEM, MERO and MRM) from the Municipal Emergency Coordination Centre (MECC) and/or supported by the Emergency Relief Centres (ERC), with relevant Colac Otway Shire Council personnel and support agency representatives in attendance. The primary role of the MECC and ERC facilities is to provide a coordinated approach to the provision of resources and emergency relief and recovery activities during an emergency event.

5.28.1 Staging Areas

Staging Areas for Response activities have been considered by District 6 of the CFA and are noted in the 'Local Response Plans' Operational documents. More details regarding Staging Areas and the Local Response Plans can be obtained from CFA District 6 Operations Manager (see Appendix 4).

5.29   Municipal Emergency Coordination Centre (MECC)

During August 2016, the MAV advised municipalities that references to MECCs within Parts 3 and 7 had been removed from the EMMV and steps were underway to remove additional references to MECCs from Parts 6 and 8 of the EMMV.

It is understood that MECCs will no longer be used to coordinate resources for the ICC and their role may now be focused on coordinating relief/recovery operations. As such, Colac Otway Shire council will still be operating a MECC to help coordinate internal resources during large scale events. Additionally, a MECC may still be activated if requested by the MERC

Provision of the MECC functions may in the first instance be conducted remotely. In the event of an emergency the MERC may request activation of the MECC in consultation with the MERO. However, this does not eliminate the ability of a municipality to proactively establish a MECC in preparation for a potential large scale event.

The primary role of the MECC is to bring together key **council staff** and coordinate the provision of human and material resources within the Municipality during emergencies. It will also maintain an overall view of the operational activities within this Plan's area of responsibility, for recording, planning and debrief purposes. The MECC may also become operational during support operations to a neighbouring Municipality.

Administrative staff for the MECC will be drawn from Municipal employees, and in the event that the scale of an emergency requires the MECC to be open for a protracted period of time, staff from other municipalities may be utilised via the Municipal Association Victoria's (**MAV**) Inter Council Resource Sharing Protocols and MOUs with neighbouring municipalities.

A MECC Operations Plan has been developed. The plan provides detailed instructions in relation to the establishment and operation of the MECC, including MECC schematic, MECC structure chart and SOPs. Hard copies are held by the MEM, MERO, MRM and Deputy MRM and a locked electronic version is contained within Councils TRIM system. The TRIM reference number can be found in Appendix 1 – MEMP Sub Plans, Related Procedures and Operating Guidelines.

Colac Otway Shire's primary MECC is located at the Colac Otway Performing Arts and Culture

Centre:

> Rehersal Room
> Colac Otway Performing Arts and Cultural Centre
> Corner of Gellibrand and Rae Streets
> Colac VIC 3250

5.30   Agency attendance at the MECC

Whilst there is no formal requirement for the MERC and agencies to attend the MECC, they are welcome to do so if it assists in their response effort.

5.31   Emergency Management Liaison Officer (EMLO) responsibilities

Support agencies may provide or may be requested by an emergency response coordinator or controller to provide an EMLO to the State Control Centre (SCC), Regional Control Centre (RCC) or Incident Control Centre (ICC). It is the recommended that the EMLO:

- Attend the SCC, RCC or ICC as soon as possible.
- Notify their own organisation that their attendance has been requested.
- Have the necessary seniority/delegated authority and ability to make commitments, or be able to arrange to commitments on behalf of their agency/organisation.
- Relay tasks allocated to their organisation from the control centre and/or relay requests from their organisation to the SCC, RCC or ICC.
- Have a sound understanding of the principles of emergency management.
- Have a sound understanding of the organisation/agency they are representing in the SCC, RCC or ICC.
- Come to the SCC, RCC or ICC adequately prepared.
- Be able to provide advice to the SCC, RCC or ICC on resources.
- Maintain regular contact with their own organisation.

Where an EMLO cannot be deployed to a particular location, the EMLO may perform the role from a remote location, for example through a teleconference or video conferencing link.

5.32   Scale of Emergency Coordination

The following levels of emergency coordination illustrate the components that **might be** activated in the event of small, medium or large scale emergencies. They also aim to create a more appropriate response determined by the scale of the emergency.

The activation of each level is dependent upon the scale of the emergency and is determined by the Emergency Management Coordination Group (MERC, MERO and MRM).

These levels consider the span of control where up to five reporting individuals or groups is considered to be desirable, as this maintains the supervisor's ability to effectively task, monitor and evaluate performance.

5.32.1   Small Scale Emergency (less than 24 hour impact)

A small scale emergency (level one incident) is considered to be one that can be resolved through the use of local or initial response resources. The MECC might not necessarily be activated with the MERC and MERO in close communication at all times. Consequently the MERC and MERO will undertake the planning and logistics functions concurrently. They will also monitor the emergency and its impact on the area, and the community, also other elements and variables that might lead to a higher level of activation.

5.32.2   Medium Scale Emergency (more than 24 hours)

A medium scale emergency (level two incident) is considered more complex in size, resources and/or risk. An ICC and MECC will be activated with the function being the deployment of resources beyond initial response and a multi-agency representation in the ICC and ERC(s). The emergency may potentially require forward planning to address response issues, and for recovery during the response phase.

5.32.3 Large Scale Emergency (multiple days' impact)

A large scale emergency (level three incident) is an incident characterised by the level of complexity that requires the activation and establishment of the ICC, MECC plus ERC(s) and possibly an Emergency Call Centre. This level of emergency will require forward planning as the emergency continues and will specifically require recovery planning during the early stages of the response phase of the emergency.

5.33 Phases of Activation

Response arrangements should be implemented at the earliest possible opportunity if the effects of emergencies are to be minimised and for this reason several phases of activation have been accepted.

5.33.1 Alert

Upon receipt of warning or information that an emergency may occur or affect the relevant area of responsibility, the organisation must be alerted to ensure its readiness to act if called upon. Some of the activities that should be considered in this phase are:

- Warnings for key personnel.
- Testing of communications arrangements.
- Establishing flow of information between municipality and Control/Support Agencies.

5.33.2 Standby

As the threat or the effect of the emergency becomes imminent, members of the relevant organisation or sections are placed on standby, thus being ready to move immediately they are required. Some of the activities that should be considered in this phase are:

- Staffing of respective emergency centres.
- Preparing equipment and personnel for immediate action.
- Identifying assembly areas.

5.33.3 Action

This is the operational phase of the emergency when combating and support agencies are committed to contain or control the emergency. Some operations may necessitate moving to the "Action phase" immediately without the "Alert" and "Standby" phases being implemented. For this reason, it is mandatory that all organisations having a role in this Plan be in a state of preparedness at all times. Some of the activities that should be considered in this phase are:

- Mobilisation of personnel/equipment as requested.
- Production of records on a regular basis for higher authorities.
- Deployment of additional resources as required.
- Registration of volunteer workers.

5.33.4 Stand Down

Once "Alert", "Standby" and/or "Action" have been implemented and objectives met, the MERC must declare a "Stand Down". After consultation with the Control Agency

and any other relevant agency, and when the MERO is satisfied that the response to the emergency has been completed, the MERC will advise all participating agencies of 'Stand Down'.

5.34   Phases of Activation for a Bushfire

The following phases of response activation for the Colac Otway Shire are in alignment with the Fire Danger Rating Scale and Warning Index. These phases of activation aim to minimise the impact of bushfires by ensuring that appropriate resources are ready for activation in a timely manner in the event of a bushfire.

Figure 25 - Phases of Activation for a Bushfire

FIRE DANGER RATING	Fire Danger Index	Phase of Activation	Colac Otway Shire Staff – Availability
Code Red	100+	Action	ICC and MECC is setup and staffed, ERC Staff and support staff, resources in readiness and operating in the ERC within 20 minutes
Extreme	75 to 100	Standby	MERO on duty and able to set up MECC within 1 hour
Severe	50 to 75	Alert	MERO able to set up MECC within 2 hours
Very High	25 to 50	Normal	MERO able to set up MECC within 2 hours when FDI is forecast over 35
High	12 to 25	Normal	Normal Preparedness arrangements
Low-Moderate	0 to 12	Normal	Normal Preparedness arrangements

Source: Colac Otway Shire

5.35   Briefings

All briefings conducted at the ICC, MECC and ERCs will use the 'Situation Mission Execution Administration Communications Safety' (SMEACS) briefing template. This will provide consistency with emergency services and ensure accuracy of information from receipt of a request, to personnel who implement the request. SMEACS also provides the mechanism for safe work practices and the safety of personnel who are performing tasks and activities in the emergency affected area.

5.35.1 Post Emergency Debriefing Arrangements

A debrief is undertaken as soon as is practical after an emergency. It is the responsibility of the MERC to convene the meeting and all Council personnel and agencies who participated should

be represented with a view to assessing the adequacy of the MEMP and to recommend changes. The meetings to assess the adequacy of the MEMP should be chaired by the Emergency Management Planning Committee (MEMPC) Chairperson. All debrief information will be disseminated by the MEMPC Executive Officer to all present at the debrief and also all personnel on the MEMPC contact list.

An additional debrief may be conducted for the Recovery Team to cover specific relief and recovery issues. This will be convened by the MRM and will be in addition to debriefs conducted by the MERC and MEMPC.

5.36   Communications

Victoria Police has the delegated responsibility for communications. This is in accordance with the EMMV which identifies the Victoria Police as the primary support agency for

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communications.

All agencies having a role in these arrangements are responsible for the provision of their own communications systems during emergencies. Any agency requiring communications will put their request to the MERC.

During an emergency effective communication between the MECC, emergency services and emergency relief centres (if required) is vital. For detailed arrangements refer to the Emergency Relief Centre Standard Operation Guidelines. The TRIM reference number can be found in Appendix 1 – MEMP Sub Plans, Related Procedures and Operating Guidelines

In most instances Council will be the first point of contact. The demand for information will dictate what level of resourcing is required. If deemed appropriate, a community call centre will be established to facilitate the delivery of accurate and important information, reducing the demand on Council's normal customer services and relieving pressure on the MECC.

5.36.1 Telephone Communications

Telecommunication network providers will be the initial and primary means of communication in the event of an emergency and should be utilised to capacity where possible. When identifying locations for use as Emergency Coordination Centres, Assembly Areas and Emergency Relief Centres, consideration should be given to the communications facilities already in place at that location.

Additional telephones can be provided by Telstra, upon request to the MERC, who will, in turn, submit such requests to the Regional Emergency Response Coordinator for action. All costs, related to such installations, are the responsibility of the requesting organisation. The DISPLAN and internal telephone systems will be the primary means of communications for the MECC. Mobile phones and/or handheld radios may be used by field staff.

5.36.2 Additional Communication Resources

The following organisations have communications facilities and resources which may be available in an emergency:

- Telstra.
- Department of Environment, Land, Water and Planning (DELWP)
- Victoria Police.
- CFA.

Council operates a two way radio system. This consists of a base station at the Colac depot and vehicle mounted radios.

5.36.3 Supplementary Support

The Wireless Institute of Australia Civil Engineering Network (WICEN) is an organisation consisting mainly of Amateur Radio enthusiasts who provide communications to emergency response agencies in times of need.

WICEN is a non-government volunteer-based organisation. It operates under the respective State Disaster Plans within each of Australia's States and Territories. In Victoria, WICEN is listed as an emergency response unit under the emergency response plan and may be able to provide additional emergency communications facilities. Activation is through the Regional Emergency Response Coordinator. For further information refer to http://www.vic.wicen.org.au/.

5.37 Community Awareness Information and Warnings

It is important to ensure that public information and warnings are maintained at an optimum level for specific circumstances where community action is necessary, primarily to protect lives, and also for the protection of property and the environment.

The Control Agency has the responsibility to issue warnings to potentially affected communities and other agencies. Warnings and the release of other public information should be authorised by the Incident Controller prior to dissemination. Where an extreme or imminent threat to life exists, and authorisation from the Incident Controller is not practical in the circumstances, warnings may be issued by any response agency personnel.

Any information released by Colac Otway Shire Council during the response phase is the responsibility of the Control Agency in conjunction with the MERC. Any information released by Council must be approved by the MERO (General Information) or the Chief Executive Officer / Senior Management (Policy/Financial/Political matters). Assistance for preparing and disseminating information will be provided by Council's Media & Public Relations Officer in the MECC.

Council's website and social media tools will play a critical role in communicating with the broader community. In the event of an emergency, the Council website, www.colacotway.vic.gov.au and Facebook page may be used to communicate information on the following Council services:

- Current Event Information.
- Public Health.
- Emergency Management Planning.
- Neighbourhood Safer Places Plan.
- Fire Prevention.

5.37.1 Community Information

The provision of information to the broader community, including those attending an ERC, is vitally important to help them understand what is happening, and to assist them to make informed decisions during the crisis.

Typically, the type of information provided relates to identifying the signs of and coping with, stress, health matters, where and how to access financial assistance, where to access general emotional/psychosocial support and other information relating to the specifics of the emergency.

5.37.2 Emergency Warning Systems

Emergency warning systems aim to warn individuals and communities in the event of a major emergency. However, individuals and communities need to be mindful that they should still prepare themselves in case of an emergency.

The Control Agency has the responsibility for issuing warnings to potentially affected communities, and other agencies. Where this is not practical, the Incident Controller must notify the Emergency Response Coordinator, who in turn will facilitate the issue of warnings.

Once a decision has been made to issue an alert message, the emergency services organisations will determine which method to use (i.e. television, radio or internet) and determine whether a telephone alert needs to be issued.

5.37.3 Emergency Alert

Emergency Alert is the national telephone warning system. It is one of a number of alternative methods emergency service organisations such as police, fire and state emergency services, can use to warn a community of likely or actual emergencies.

Emergency Alert is not used in all circumstances. Whether an emergency services organisation decides to issue telephone warnings through Emergency Alert will depend on the nature of the incident. The warning system sends voice messages to landline telephones and text messages to mobile telephones within a specific area defined by the emergency service organisation

issuing the warning message, about likely or actual emergencies such as fire, flood, or extreme weather events.

Agencies have been instructed in the use of Emergency Alert and the Incident Controller has access to the website to enable the distribution of warnings.

5.37.4 Standard Emergency Warning Signal

The Standard Emergency Warning Signal (SEWS) is an electronic warning signal, to be used in assisting the delivery of public warnings and messages for major emergencies. It is designed to:

- Alert listeners/viewers of radio/television that an official emergency announcement is about to be made concerning an actual or potential emergency which has the potential to affect them.
- Alert the community at large, via a public address system, that an important official emergency announcement is about to be broadcast.

The use of SEWS must be authorised by the Incident Controller.

The guidelines for the use of the Standard Emergency Warning Signal are in Part 8 Appendix 14 of the EMMV.

5.37.5 Community Alert Sirens

Community alert sirens are fixed sirens, including community sirens and CFA sirens, used to alert a community of an emergency that may directly affect that community. All fixed CFA sirens have two purposes, each indicated by the duration of the siren sounding:

- Alerting fire brigade members to attend emergency calls (duration no longer than 90 seconds); and
- Alerting communities to seek information about a threat (duration at least five minutes).

The community alert siren 'message' is for community members to seek information from other sources about the threat. The guidelines for the use of community alert sirens are detailed in Policy and Guidelines, Use of Sirens for Brigade and Community Alerting – referenced in Part 8 Appendix 10 of the EMMV.

A list of all established community alert sirens is provided in Appendix 15 – Community Alert Sirens

5.37.6 Information Resources

The following functions are an essential part of these arrangements and should be utilised if and when required:

- Council's Media & Public Relations Officer in the MECC; and
- Police Media Liaison.

If an emergency requires concurrent media response through radio, television and newspaper outlets, the Police Media Liaison Section may be contacted through the MERC.

5.37.7 CALD communities

'Culturally and Linguistically Diverse' is a broad and inclusive descriptor for communities with diverse language, ethnic background, nationality, dress, traditions, food, societal structures, art and religion characteristics.

This term is used broadly and often synonymously with the term 'ethnic communities'. CALD is the preferred term for many government and community agencies as a contemporary descriptor for ethnic communities.

CALD people are generally defined as those people born overseas, in countries other than those classified by the Australian Bureau of Statistics (ABS) as "main English speaking countries".

Special consideration needs to be given to warning disabled and non-English speaking groups. In the case where information and/or communication is required with persons unable to speak English, an interpreter service such as the Telephone Interpreter Service may be able to assist.

5.38   Evacuation

Evacuation is a strategy to remove people from the threat of the impact of an emergency. It involves the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

Primary responsibilities for evacuation are held by the control agency and Victoria Police. Evacuation is a risk management strategy which may be used as a means of mitigating the effects of an emergency on a community. It involves the movement of people to a safer location and the return of them at an appropriate time. For evacuation to be effective it must be appropriately planned and implemented.

As with all emergency response activities, the main priority when deciding to undertake an evacuation is protection of life. Evacuation is a scalable activity in that it may be applied to individuals, a house, a street, a large facility (i.e. school or hospital), a suburb, a town or a large area of the State. (Further information on evacuation can be found in Part 3 of the EMMV and Joint Standard Operating Procedure (JSOP) – Evacuation for Major Emergencies (JO3.12)).

5.38.1 Evacuation of Vulnerable People

During an emergency or imminent threat of an emergency, special consideration must be given to evacuation of vulnerable people in the community.

Some people living in the community may be unable to activate their own evacuation plan without support and a small number who do not have a personal support network will require assistance to safely evacuate. The details of known persons will be maintained on the Vulnerable Persons Register (see section 2.7.1)

The Vulnerable Persons Registers is accessible to authorised Victoria Police representatives, for consideration in planning and exercising, and for responding to emergencies. The Vulnerable Persons Register records the location of the vulnerable person as well as any special requirements in order to facilitate the evacuation of that person.

In particular, it is likely that more time, resources, support and assistance will be required to safely evacuate vulnerable people from facilities, such as hospitals, aged care facilities and educational facilities.

These facilities should have existing evacuation plans in place to appropriately plan for and undertake an evacuation. However, such plans cannot rely on the availability of emergency service personnel to undertake the evacuation. Further information on considerations for vulnerable people can be found in the *Evacuation Guidelines*, Part 8 Appendix 9 of the EMMV.

5.39   Shelter Options

The State's revised Bushfire Safety Policy refers to 'shelter in place' within its eleven principles to "guide the development and implementation of strategies and initiatives to enhance the safety of people from bushfires". The Policy states: "Bushfire safety involves effective planning and preparation prior to a fire, making informed decisions during the event, and having access to a range of safety options, in particular places to shelter from the effects of the fire."

With the review of the Bushfire Safety Policy Framework, attention has been given to formalising and integrating a range of options in the development of a bushfire survival options

triptych (leave early, well prepared, last resort) and the development of a Shelter Options Hierarchy.

The hierarchy rates options from low to higher risk options:

- Leaving Early;
- Private Bushfire Shelters (bunkers);
- Community Fire Refuges;
- Defending a well prepared property;
- Neighbourhood Safer Places – Places of Last Resort (NSP-PLR),
- Gathering at informal places;
- Defending an ill prepared property; and
- Leaving late.

Extensive education campaigns and programs have been conducted for many years on bushfire planning and preparation, however despite this, research consistently shows that a large majority of people do not have a comprehensive plan and will 'wait and see' what the situation is before acting. Consequently people may undertake risky options such as leaving late or defending an ill-prepared property.

5.39.1 Community Fire Refuges – (Bushfire only)

A community fire refuge is a designated building open to the public that can provide short-term shelter from the immediate life-threatening effects of a bushfire event. Community fire refuges are one of a number of contingency shelter options contained in Victoria's Bushfire Safety Policy Framework which places paramount important on the protection of life and the safety of the individual.

Community fire refuges should be considered in the context of all of the survival options available to a community in a high bushfire risk area. Leaving early on high-risk days is always the safest option.

There is currently only one Community Fire Refuge in the Colac Otway Shire located at 8 – 14 Lavers Hill-Cobden Road, Lavers Hill. Further information can be found in Appendix 14 – Designated Neighbourhood Safer Places and Community Fire Refuges.

5.39.2 Neighbourhood Safer Places - Places of Last Resort

NSPs are not community fire refuges or emergency relief centres. NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling, and seeking access, to NSPs during bushfire events. Depending on the direction of a particular fire, it may not be a safer place to assemble than other places within the municipal district.

Neighbourhood Safer Places (NSP) are identified in the Colac Otway Shire Neighbourhood Safer Places Plan and meet guidelines issued by the Country Fire Authority and the criteria in the Colac Otway Shire Neighbourhood Safer Places Plan.

Locations are clearly identifiable with agreed signage and information. NSPs within the Colac Otway Shire have been identified and assessed by the CFA. A list of designated NSPs is provided in Appendix 14 – Designated Neighbourhood Safer Places and Community Fire Refuges

All processes, relating to Neighbourhood Safer Places, including maintenance, audit and informing the community of the location of NSP-PLRs are detailed in the Colac Otway Shire Neighbourhood Safer Places Plan.

5.40   Resource Sharing

Colac Otway Shire Council is a signatory to the Inter-Council Emergency Management Resource Sharing Protocol. The purpose of this protocol is to provide an agreed position between councils for the provision of inter-council assistance for response and recovery activities during

an emergency. This protocol details the process for initiating requests for resources from another council and identifies associated operational and administrative requirements.

This protocol applies to requests for human resources, equipment and/or facilities in relation to response or recovery activities associated with an emergency. Duties undertaken by Council staff seconded to another council for assisting with response and recovery operations should be within the scope of Councils' emergency management responsibilities as set out in Part 6 of the EMMV.

Resources can be requested at any time during an emergency including the recovery stages. Requests for assistance may be initiated by the CEO (or person acting in this role) or by any person nominated by the CEO at the receiving council. Requests should be directed to the CEO, or any person nominated by the CEO, at the assisting council. It is noted that in many cases the person nominated by the CEO will be the MERO at both the assisting and receiving council. Such requests may be verbal or in writing, however verbal requests must be confirmed in writing as soon as is practicable and in most cases will be logged at the Municipal Emergency Coordination Centre.

Requests for assistance should include the following information:

- A description of the emergency for which assistance is needed.
- The number and type of personnel, equipment and/or facilities (resources) required.
- An estimate of time as to how long the resources will be required.
- The location and time for the staging of the resources and a point of contact at that location.

The Municipal Emergency Response Coordinator or Regional Emergency Response Coordinator should be contacted before the resources are moved. Requests for resources should be logged in the Municipal Emergency Coordination Centre. It is anticipated that a requesting council will initially seek assistance from surrounding councils. This will reduce travel times and expenses for assisting councils to respond and return.

5.40.1 Local Resource Sharing Arrangements

Colac Otway Shire and stakeholder agencies have existing planning relationships across the following adjoining municipalities:

- Corangamite Shire.
- Surf Coast Shire.
- Golden Plains Shire.

Colac Otway Shire has joined Corangamite Shire and Surf Coast Shire to establish a collaboration known as the Otway District Relief and Recovery Collaboration.

A Memorandum of Understanding (MoU) exists between the three councils, the prime purpose being to enhance the capability and capacity of the signatory councils to request extra resources for emergency relief and recovery services from each other, to the maximum extent practicable, in the event of an emergency **(TRIM: D14/23091)**.

5.41   Financial Arrangements and Responsibilities

The use of municipal resources in emergencies must be authorised by the MERO or the MRM, and be in accordance with the normal financial arrangements of Colac Otway Shire Council. An account number for emergencies has been allocated and a work order number will be created for each emergency.

In all instances, the requesting agency should make appropriate arrangements for delivery and will be responsible for all costs incurred.

5.41.1 Municipal Councils

Councils are expected to use their own labour and equipment in an emergency situation within the municipal district. Where equipment and/or personnel are sourced from contractors, the municipal council is responsible for paying contractors.

Extraordinary expenditure incurred, (e.g. for overtime, or equipment hire used in emergency protection works, or restoration of publicly owned assets) may qualify for reimbursement by the Department of Treasury and Finance (according to a sharing formula), from the Natural Disaster Relief Trust Account. (Refer EMMV Part 8 Appendix 1).

Refer Municipal Association of Victoria's *A Council Guide to Financial Management in Emergencies.*

5.41.2 Other Agencies

Control Agencies are responsible for all costs involved in responding to an emergency. State agencies involved in emergency response and recovery activities, as part of their normal activities will initially fund them from within their budgets, including supplies (e.g. catering) purchased from contractors or volunteer agencies. For major emergencies some funding supplementation may be required.

5.41.3 Financial donations

Colac Otway Shire Council is accountable for any monies donated as a result of an emergency event, and will implement systems to receive and account for all such donations.

5.41.4 Private Organisations

Private organisations meet their own expenses incurred in emergency activities.

5.41.5 Financial reimbursement

In accordance with the Commonwealth Natural Disaster Relief and Recovery Arrangements and in line with the Victorian guidelines, the Department of Treasury and Finance provide financial assistance to relevant Government agencies and to municipal councils for specified types of eligible natural disaster expenditure including, emergency protection works and restoration of municipal assets. Depending on the magnitude of the emergency, some government financial assistance may be available for prevention, response and recovery activities.

Further information and claim form can be found via the Department of Treasury and Finance website

5.41.6 Voluntary Agencies

Voluntary Agencies may be called upon to provide resources within the limit of their means. Volunteer Agencies may be sourced through Victoria's Volunteering Portal Volunteering Victoria (see section 6.48 provision of volunteers)

Volunteers in the area of Personal Support will be coordinated by the designated lead agency, who will manage their deployment and issues like appropriate training and checks, for example Police Checks, Working with Children Checks etc.

5.42 Supplementary Supply

Supplementary supply at the municipal level occurs when functional services, or control authorities exhaust their own avenues of supply and there is a requirement for continued supply.

Requests for municipal resources should be made by the Incident Controller (or delegate) to the MERC. In partnership with the MERO, the MERC will endeavour to obtain those resources (council owned or sub-contracted) through existing municipal arrangements. If unsuccessful, the request will be passed from the MERC to the RERC. Further details on supplementary supply arrangements can be found in Part 3 of the EMMV.

A list of municipal resources is provided in Appendix 12 – Municipal Resources - Heavy Equipment, additionally a list of approved contractors is available in **TRIM: D14/51751 and D14/51713**

5.43   Business Continuity

In the event of an emergency the Executive Management Team (EMT) will support the Council in determining and implementing appropriate incident management strategies to enable critical business functions to remain operational. The EMT will be responsible for the management and restoration of business activities to normal levels of operation once an emergency event has concluded.

The Executive Management Team consists of:

- Chief Executive Officer.
- General Manager Development & Community Services.
- General Manager Infrastructure & Leisure Services.
- General Manager Corporate Services .
- Others co-opted as required.

Council has developed a Corporate Business Continuity Plan **(TRIM D15/32952)**.

5.44   Impact Assessments

To make appropriate decisions about relief and recovery activities, decision makers rely on clear, relevant, timely and accurate information about the needs of affected individuals, families and communities. To identify these needs, decisions makers must look beyond the immediate impacts of an emergency and consider the consequences of these impacts on individuals, families and communities. Agencies must also assess and manage the effects of their relief and recovery activities on affected communities

5.44.1 Initial Impact Assessment

(24 – 48 hours after access to the area) Response agencies undertake initial impact assessments which can help inform relief activities.

5.44.2 Secondary impact Assessment

(within four weeks): Impact assessment for relief and recovery requires an additional layer beyond the initial impact assessment, which includes a comparison with base-line information. Those responsible for recovery coordination at each tier are responsible for coordinating the secondary impact assessment, which is a subsequent progressive and more holistic assessment of the impact of the event on the community. It takes into account built and natural environments, social and economic impacts and resulting community needs

5.44.3 Post emergency needs assessment

(can take up to twelve months or more depending on the scale of the event): Those responsible for recovery coordination at each tier are also responsible for coordinating the post emergency needs assessment. This assessment estimates the longer term psychosocial impacts on a community, displacement of people, the cost of destroyed assets, and the impact that the destruction of assets and business disruption has on how members of a community live and connect with one another. This assessment informs the medium to longer term recovery process,

options for development, and builds the knowledge base of the total cost of emergencies that informs risk management.

5.45   Termination of Response Activities

It is essential to ensure a smooth transition from the response phase to the recovery phase of an emergency at the municipal level. While it is recognised that recovery activities will have commenced shortly after impact, there will be a cessation of response activities and a hand over to recovery agencies. The early notification of recovery agencies involved in the emergency will ensure a smooth transition of ongoing activities from response to recovery.

When response activities are nearing completion, the MERC, in conjunction with the Control Agency, will call together relevant relief and recovery agencies including the MERO and the MRM, to consult with, and agree upon, the timing and process of the response stand down.

If the emergency is of a significant size, when it appears to the MERC/RERC, after consultation with the relevant agencies, that response activities are nearing completion, they will convene a meeting with the Control Agency, MERO, MRM and Regional Recovery Manager (DHHS), to establish whether:

- The emergency response has or will soon be concluded.
- The immediate needs of the affected persons are being managed.
- The relevant agencies are ready to start, or continue, providing and/or managing recovery services.
- The Incident Controller has supplied a current handover document.
- Sufficient damage/impact information has been passed to the I C C a n d MECC to enable detailed planning for recovery activities.

If agreement is reached at that meeting to terminate response activities, the MERC/RERC will advise all agencies of the time at which response terminates and arrangements will be made to maintain the ICC and MECC functionality for an agreed period.

5.46   Response to Recovery Transition

The Department of Health and Human Services coordinate this process by requiring relevant agencies to complete and endorse *An Agreement for Transition of Coordination Arrangements from Response to Recovery*. The purpose of this document is to assist emergency management agencies involved in response and recovery to achieve a seamless transition of information, resources, management and coordination of activities.

The scope of the transition agreement arrangements includes:

- Authorisation arrangements
- Coordination and management arrangements.
- Transition activities and tasks to ensure continuity of essential community support.
- Information and communication arrangements.

Further details around the arrangements for the transition from Response to Recovery can be found in the State Emergency Response Plan (Part 3 Section 4.6 of the EMMV).

5.47   Handover of Goods and Facilities

In some circumstances, it may be appropriate for certain facilities and goods obtained during emergency response arrangements to be utilised in recovery activities. In these situations there would be an actual handover to the MRM of such facilities and goods. This handover will occur only after agreements have been reached between response and recovery managers.

Resources acquired for the response, which are not required for recovery, remain under the control of the requesting response agency. That agency is responsible for their return or disposal.

Payment for goods and services used in the recovery process are the responsibility of the MRM through the MEMP arrangements.

5.48 Post Emergency Debriefing Arrangements

5.48.1 Council Debrief

As soon as practicable following an incident, the MEM or the MERO shall arrange for a (cold) debrief that addresses council's response and asset recovery operations. The MRM in some instances, may choose to conduct a debrief with the recovery team to address recovery issues.

All Colac Otway Shire Council debriefs (response and recovery) shall be chaired by the MEM or MERO. Debriefs are to take place prior to the multi-agency debrief so as to ensure that an accurate picture can be portrayed at the latter debrief. Relevant council response and recovery staff will be invited to this debrief session.

5.48.2 Multi-agency Debrief

A debrief should take place as soon as practicable after an emergency. The MERC will convene the meeting and all agencies who participated should be represented with a view to assessing the adequacy of the MEMP and to recommend changes. These meetings should be chaired by a VicPolice officer not involved in the incident.

An additional debrief may be conducted for the Recovery Team to cover specific recovery issues. This will be additional to the debrief conducted by the MEMP Committee. This will be convened and chaired by the MRM and the Department of Health and Human Services.

PART 6 – RELIEF & RECOVERY ARRANGEMENTS

6.1   Introduction

Emergencies of various scales frequently occur in Victoria. These emergencies vary greatly in terms of the size of the event, the geographic area affected, the nature of the hazard that causes the emergency, and the impacts on the community.

These recovery arrangements have been developed in accordance with the directions of the Emergency Management Act (1986) and form part of the MEMP. They have been developed to ensure adequate arrangements are in place to assist those individuals and communities who are affected by emergencies in the Colac Otway Shire area. These arrangements are part of a broader framework and should be read in conjunction with the other parts of the MEMP.

The Department of Health and Human Services is the coordinating agency for emergency relief and recovery at the regional level, working in collaboration with municipal councils who have that responsibility at a local level. Emergency Management Victoria (EMV) manages recovery at a State Level.

More detail regarding Colac Otway Shire Council's Relief and recovery arrangements can be found in the Municipal Emergency Relief and Recovery Plan.

6.2   Emergency Relief Definition

Part 8 of the EMMV defines Emergency relief as "The provision of life support and essential needs to persons affected by an emergency".

Emergency relief includes:

- Immediate provision of emergency relief at the site of the emergency.
- Provision of relief services elsewhere, including:
    o Emergency relief centres
    o Places of gathering (such as community centres, parks and ovals, schools and shopping centres).
    o Airports, ports, train/bus stations and other transit sites.
    o To those remaining in homes, workplaces and schools or other areas rather than evacuating or relocating.

The provision of life support and essential needs to people affected by an emergency is the first stage of emergency recovery. In this respect, emergency relief functions are well integrated within early recovery activities.

6.3   Emergency Relief Principles

The principles of relief coordination and delivery are:
- Essential support to meet basic and immediate needs
- Delivered in a timely manner
- Promotes community safety and minimises further physical and psychological harm
- Communicate clear, relevant, timely and tailored information
- Recognise community diversity
- Services are adaptive
- Supports community responsibility and resilience
- Well-coordinated delivery
- Services are integrated into emergency management arrangements

6.4   Recovery Definition

Section 4A of the Emergency Management Act (1986) states that recovery is "the assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning"

Recovery from emergencies is a developmental process of assisting individuals and communities to manage the re-establishment of those elements of society necessary for their wellbeing.

The process involves cooperation between all levels of government, non-government organisations, community agencies and the private sector in consideration of:

- The emotional, social, spiritual, financial and physical wellbeing of individuals and communities.
- The restoration of essential and community infrastructure.
- The rehabilitation of the environment.
- The revitalisation of the economy of the community to ensure as far as possible that the wellbeing of a community is increased.

During recovery, governments and communities work together to assist affected individuals and communities to move towards a healthy, safe and functioning environment.

6.5   Emergency Recovery Principles

The principles of recovery coordination and delivery are:
- Understanding the context
- Focusing on the consequences of the emergency
- Recognising complexity
- Being community focused
- Using community-led approaches
- Ensuring coordination of all activities
- Employing effective communication
- Acknowledging and building capacity

6.6   Overview

The aim of emergency relief and recovery is to achieve a collaborative approach that is jointly owned by all levels of government, together with the individuals and communities affected, as well as other agencies and organisations that support them.

6.7   Transition of an Emergency to Relief and Recovery Phases

It is important to understand the continuum that extends from response, immediate relief, relief, early recovery to recovery and how this affects the overarching services (and the necessary coordination between services) to achieve the best outcomes for impacted communities. As soon as response to an emergency has commenced the relief and recovery phases need to be considered and/or mobilised.

Figure 26 - Emergency Relief and Recovery Activities Over Time
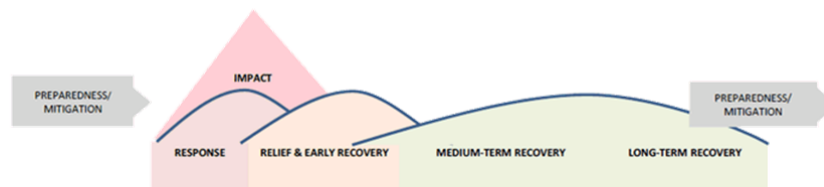
6.8   Key Concepts of Emergency Recovery Management

It is critical that recovery activities are coordinated across all levels. At the State level EMV perform this function and Regional levels this function is performed by the DHHS. At the municipal level this function is performed primarily by the MRM with the close assistance of the MERO to provide support to the affected community.

Wherever possible the normal municipal and administrative structures and practices will be employed. DHHS will be called upon to coordinate the recovery effort wherever municipal resources are considered inadequate and an escalated level of recovery is considered necessary by the MRM.

This section describes some of the key concepts of the recovery arrangements so that a common understanding is achieved among participating agencies.

Recovery Planning/Preparedness

Recovery planning is the cornerstone of the recovery arrangements in Victoria. It is a collaborative process involving consultation with all stakeholders. It is imperative that agencies and organisations involved in the recovery arrangements develop operation plans to ensure that they are able to fulfil the roles and responsibilities they have agreed to carry out.

Response and Recovery Interface

Response and recovery are usually concurrent activities in the early stages of an emergency event. Recovery activities should begin as soon as practicable when an emergency occurs.

Education and Training

The Department of Health and Human Services has an ongoing commitment to recovery training and education.

Media Issues

During recovery operations requests for information from the media about coordination and management of recovery activities should be directed to the responsible recovery coordinator at the time.

6.9   Recovery Management Structure

Management of recovery occurs in the context of clear and agreed arrangements, and involves processes of consultation and cooperation through established communication channels. Whenever possible, short and longer term recovery activities will become part of core business to ensure they remain responsive to the needs of the affected community.

6.10   Levels of Emergency Relief and Recovery

The levels of recovery management are:
- Local (municipal).
- Regional.
- State.

6.11   Functional Areas of Recovery

There are four key functional areas that require the application of coordination arrangements as a part of the recovery process. These areas focus on the various needs of the community within:

- Social environment;

- Economic environment;
- Natural environment; and
- Built environment.

The following table identifies the services and elements relevant to each functional area of recovery:

Figure 27 - Services and Elements Relevant to Each Functional Area of Recovery (source: EMMV)
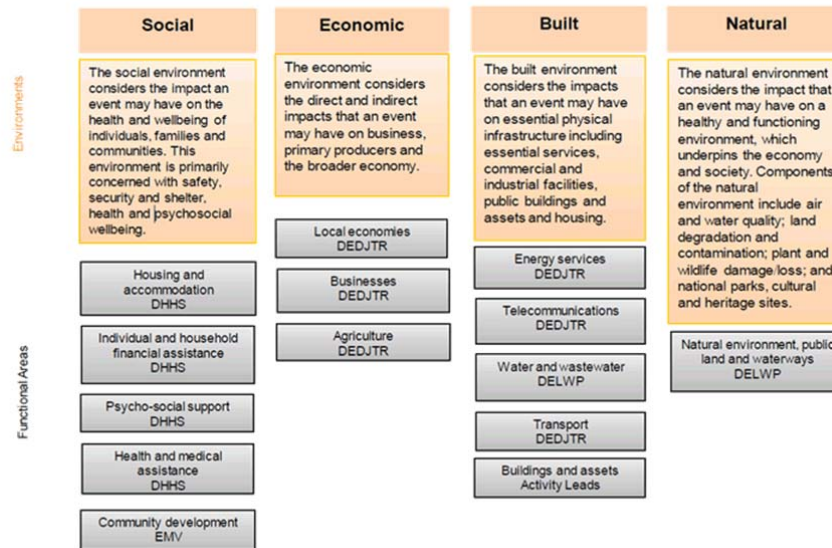
6.12 Municipal Coordination and Management Arrangements

The needs of individuals and communities after an emergency will vary in scale and complexity. However, these needs can usually be met by existing services, supplemented by additional resources where there are capacity issues.

Recovery planning and management should initially be on the basis of linking affected individuals into existing services provided by existing agencies.

The recovery activities will depend on:

- Type of event.
- The area affected.
- Numbers of people affected.

6.13 Activation and Notification

Activation of the Colac Otway Shire Relief and Recovery Plan can be initiated in the following ways:

- The Municipal Emergency Resource Officer is contacted by the Department of Health and Human Services (DHHS) or responsible agency.
- The Municipal Recovery Manager (MRM) is contacted by the MERO to begin recovery.
- The responsible authority/lead agency or DHHS contacts the Health Protection Unit or the MRM directly.

Contact numbers for municipal recovery contacts are provided in Appendix 4 – Emergency

6.14 Municipal Recovery Arrangements

The Colac Otway, Surf Coast and Corangamite Shires share similar risk environments from an emergency perspective. The three councils also share common responsibilities in relation to preparing for and responding to emergencies of varying scale. Although the three Councils are in varying stages of planning for Emergency Relief and Recovery, all three acknowledge that councils play a critical role in this area of emergency management. As such the Municipal Emergency Management Planning Committee for each of the three Shires have endorsed the need to form a combined Cross-Council Relief and Recovery Committee that covers the three municipalities.

The Cross Council Relief and Recovery Committee aims to ensure the provision of effective emergency relief and recovery services across the three municipalities. To do this the Committee will focus on the development of Relief and Recovery plans that address four major areas:

- Roles and responsibilities of the three councils.
- Planning and preparedness.
- Activation processes.
- Support arrangements.

The Cross Council Relief & Recovery Committee has developed a memorandum of understanding (MoU) to support the sharing of resources, known as the Otway District Relief and Recovery Collaboration MoU **(TRIM: D14/23091)**.

6.15 Levels of Recovery Activities

Recovery activities will be dependent on the type of emergency and its effect on the community. Levels relate to the extent of the impact and the resources required to respond to the emergency.

6.16 Recovery Escalation Criteria

Initial recovery management is undertaken at the municipal level. The impact of an event may lead to community needs that exceed the capacity of a municipal council. The Council may then seek to escalate the level of management to a regional level. This escalation provides an additional layer of management rather than a replacement layer. Further escalation to the state level of management may be necessary in respect of certain service needs in very large or complex events.

Figure 28 – The three levels of relief and recovery coordination in Victoria
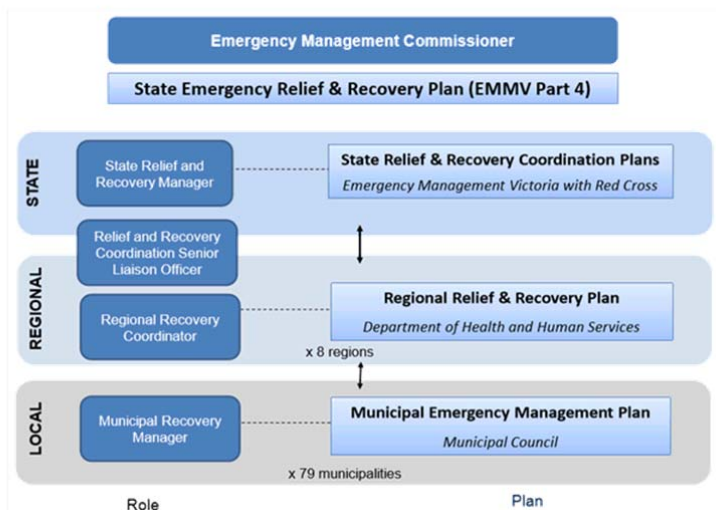
Source: EMMV Part 4

6.17   Recovery Coordination

Recovery coordination refers to the arrangements that will be used in any situation where more than one department, agency or organisation is required to provide services to assist communities and individuals recover from the impact of an emergency.

Recovery coordination arrangements should provide for:

- Assessment of impacts.
- Input of affected community into decision making.
- Coordination of service provision.
- Communication strategies.
- The coordination of activities within and across the functional areas described below.

6.18   Relief and Recovery Services

Recovery from emergencies is a developmental process of assisting individuals and communities to manage the re-establishment of those elements of society necessary for their wellbeing.
In some cases, it may be necessary to:

- Evacuate.
- Establish a Relief Centre.
- Establish a Recovery Centre.

A decision to establish any of the above will be made in consultation between the MRM, Incident Controller and MERC, although it will depend on the type, location and extent of emergency.

6.19   Use of Community Networks

Recovery planners, coordinators and managers should always be aware of the value of existing community networks as a conduit for information delivery, needs identification and support of those affected.

Where possible and appropriate, recovery programs should work with and through these

networks. Community networks that are functioning in an affected community should be actively engaged and supported in the recovery process.

In some instances, networks may be present in the community but require additional support to enable them to function effectively as a recovery conduit to the community. Consideration will need to be given to the role of Social Media in any given event.

Examples of community networks may include:

- Volunteer emergency services.
- Church organisations.
- School committees.
- Service clubs.

6.20   Emergency Relief Centres

An Emergency Relief Centre is a building or place that has been activated for the provision of life support and essential personal needs for people affected by, or responding to an emergency, and is usually established on a temporary basis to cope with the immediate needs of those affected during the initial response to the emergency.

The Colac Otway Shire MERC will consult with the MERO and MRM or that of another Municipality MERC and their MERO and MRM before deciding to activate an ERC. Emergency Relief can also be provided at the site of the emergency. Emergency Relief and Recovery Centres will be opened once the nature, extent and location of an emergency event are known. Potential ERC locations are provided in Appendix 13 – Emergency Relief and Recovery Centres.

In deciding which Emergency Relief Centre(s) are to be activated, the following point swill be considered:

- Location of centre in relation to the site of the emergency.
- Access to the centre.
- Size of ERC that is needed – based on anticipated numbers likely to attend.
- Duration that ERC is to remain operational.
- Facilities available at the ERC.
- Security.

A State level working party has developed Emergency Relief Centre Guidelines and these will be used by Council's Recovery Team.

6.21   Recovery Centres

A Recovery Centre is a building where affected communities are provided support to restore their emotional, social, economic and physical well-being. This support will   include psychological (i.e. counselling), infrastructural (i.e. temporary accommodation), environmental (e.g. public health), and economic (e.g. financial assistance) services.

As a "One-Stop-Shop" the Recovery Centre will ensure that all agencies and stakeholders are properly integrated into the recovery process, at a single point of entry.

In large or prolonged emergencies, a relief centre may evolve into a recovery centre when the emergency response has concluded. This transition should be seamless, as the municipal council will continue to be responsible for the management of these centres. Coordination responsibility will pass from the Response Coordinator (Victoria Police) to the Recovery Coordinator (Local Government or Department of Health and Human Services, depending on the scale of the recovery). This handover will occur only after agreement has been reached between the response and recovery coordinators, and after any necessary documentation has been completed to the mutual satisfaction of both coordinators.

With this possibility in mind, Councils should evaluate the appropriateness of potential sites for relief and/or recovery centres carefully, taking into account the possibility that the venue may be requested for recovery purposes for some considerable period after the response to the emergency has ended.

6.22   Assessment of community impact and needs

The Municipal Recovery Manager will appoint outreach teams to survey / assess the community in affected areas as indicated by the control agency. Impact assessments could be conducted by the LGA, Department of Environment, Land, Water and Planning or other relevant agencies depending on the incident. A personal support practitioner should be included as part of the teams.

Prior to outreach teams being placed in the field, the area must be declared safe for this purpose by the control agency. This is to be arranged through the Municipal Emergency Coordination Centre (MECC).

The Municipal Recovery Manager or Deputy will brief outreach teams prior to deployment and will debrief teams at the completion of the allotted activity.

6.23   Communicating with the affected community

A vital component in empowering a community in its recovery process is the engagement and involvement of the affected community. The following communication options should be considered as part of the recovery process:

- Dedicated phone line.
- Advertisements within local newspapers.
- Newsletters.
- Media releases.
- Facebook

The use of these options should be coordinated through the Municipal Recovery Manager in consultation with other key recovery and response agencies. For large emergencies there may be an independent team developed to undertake a number of roles including that of the Municipal Recovery Manager.

Involving the community in the planning process may be undertaken in a variety of ways depending on the scale of the event and community interest and ability. There are a range of mechanisms for providing information to the public.

These may include, but are not limited to the following examples.

- **Community briefings.** Community briefings may be conducted by response agencies as part of their role in keeping communities aware of the current emergency situation, before, during, and after incidents. Municipal recovery team members including a trained personal support practitioner should be part of the briefing team.

  The role of community briefings in the recovery context is to:

  - Provide clarification of the emergency event (control agency).
  - Provide advice on services available (recovery agencies).
  - Provide input into the development of management strategies (LGA).
  - Provide advice to affected individuals on how to manage their own recovery, including the provision of preventative health information (specialist advisers).

- **Community information sessions**. As soon as practicable after an emergency, the Municipal Recovery Manager should arrange community information sessions. The development of these sessions are the first practical step in the process of ensuring a

community is actively involved in the recovery management process. These sessions can also be used to support the development of community recovery committees.

Where the emergency has a criminal component, the municipality will need to consult with the investigating authority the necessity to restrict the content of the briefings/information sessions. Local agreements with response agencies that have responsibility for community briefings will be developed as part of the Municipal Emergency Management Plan.

6.24   Community Recovery Committee

Communities recover best when they are supported to manage their own recovery. The primary method of ensuring and fostering community management of recovery after an event is through the establishment of community recovery committees.

Establishment:
Dependent on the size of an emergency, the Municipal Recovery Manager has the responsibility to ensure the establishment of community recovery committees as soon as possible after the emergency; existing local community representative committees should be used where possible.

The community recovery committee is a sub-committee to the Municipal Emergency Management Planning Committee.

Membership:
Membership of community recovery committees will depend on the needs of the affected areas and should include:

- The Municipal Recovery Manager.
- Community development personnel.
- Councillors.
- Community groups.
- Affected persons.
- Business and Tourism Associations.
- Government agencies.
- Non-government agencies.

Where there is capacity to assist with recovery services, involvement should also come from local community agencies and private businesses.

Functions:
Community recovery committees help individuals and communities achieve an effective level of functioning. They can coordinate information, resources, and services in support of an affected community, establish priorities and provide information and advice to the affected community and recovery agencies.

Role:
The role of the community recovery committee is to:

- Monitor the progress of the recovery process in the community.
- Identify community needs and resource requirements and make recommendations to recovery agencies, council and recovery managers.
- Liaise, consult and negotiate on behalf of the community with recovery agencies, government departments and the council.
- Liaise with the Department of Health and Human Services as the recovery coordination agency through the designated regional director or delegate.
- Undertake specific recovery activities as required.

The following diagram is an **example** of a Recovery Committee Structure that **might be**

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utilised following a large scale emergency.

Figure 29 – Example of Recovery Committee Structure
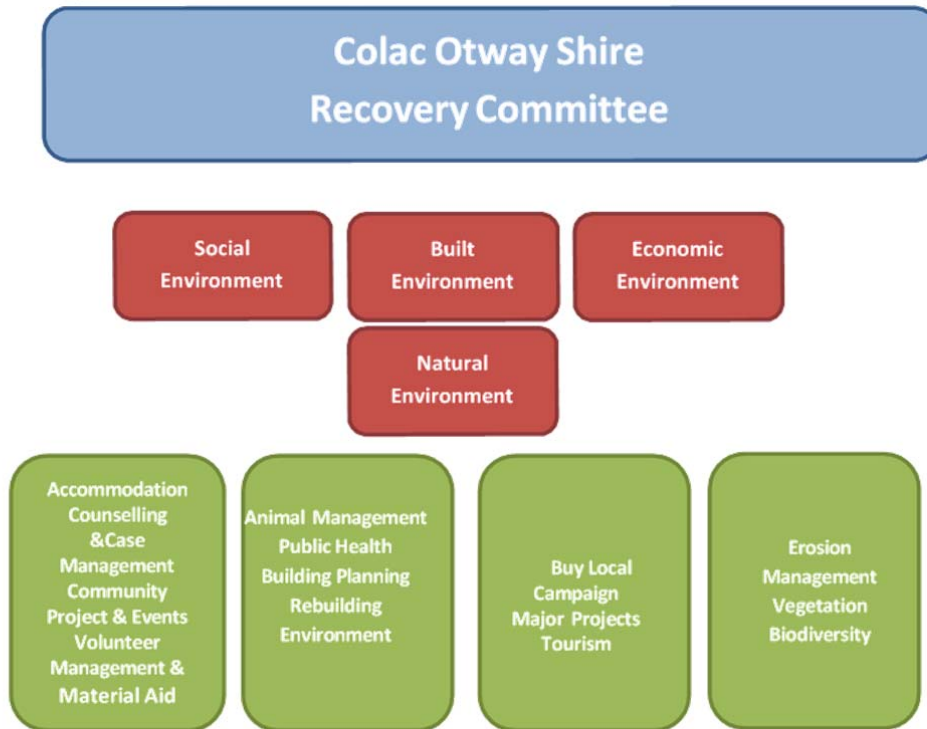
6.25   Emergency Relief and Recovery Roles and Responsibilities

Emergency Relief and Recovery is not the exclusive domain of any single agency. All agencies and organisations willing to participate have an important role to play. This recognises that recovery must be a whole-of-government and a whole-of-community process.

The agreed roles and responsibilities of agencies under these arrangements are consistent with Part 7 of the Emergency Management Manual Victoria .

Municipal councils are required by the *Emergency Management Act* (1986) to prepare a Municipal Emergency Management Plan. This plan details the local arrangements for the management of recovery activities.

6.25.1 The Role of Colac Otway Shire

The Municipal Recovery Manager is responsible for the coordination of municipal resources in recovering from emergencies, and has full delegated powers to deploy and manage Council's resources during emergencies.

The Colac Otway Shire has agreed to undertake the following functions during recovery, either by statutory obligation or voluntary actions for the wellbeing of the community:

- Restoration of services normally provided by the municipality.
- Restoration of municipal drains, road and bridges.
- Assessment of dwellings and buildings to ascertain level of safety for approved use.

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- Monitor public health matters.
- Provide local knowledge to the other recovery agencies.
- In conjunction with the Department of Health and Human Services and Community Agencies, provide services, information and facilities to assist the community in recovery from an event. This could involve the establishment of a coordination centre.

Some of these functions will have begun before recovery officially begins.

6.25.2 Relief and Recovery Personnel

There are a number of personnel provided by Council who are directly involved in the Relief and Recovery phases. Their positions are:

- Municipal Recovery Manager.
- Deputy Municipal Recovery Manager.
- Emergency Relief and Recovery Centre Managers.
- Emergency Relief and Recovery Centre staff.
- Environmental Health Officers; and.
- Human Services staff.

Council may co-opt additional staff if necessary in order to fulfil its relief and recovery responsibilities.

There are also personnel provided by other recovery agencies to assist Council. These include:

- Case Managers.
- Community Development Officers.
- Community Hub Captain.
- Community Hub Support staff.
- Outreach Personal Support staff.

Generally, Council is expected to have resources to cover these positions for a Tier 1 emergency. A Tier 2 emergency may require case management and other external support. In the event of a Tier 3 emergency the State Government will arrange for one or more of the following: case management, community hubs, community development officers, and State officer support.

6.26 Post Impact Assessment

A Post Impact Assessment draws upon information gathered from the Initial Impact Assessment and is an appraisal of the extent of damage, disruption and breakdown to the community and its infrastructure resulting from the emergency event.

To facilitate this process the MRM supported by the Emergency Management Group will as early as practicable:

- Survey the extent of damage and evaluate financial and material aid needs.
- Provide a priority listing to assist agencies in the performance of their functions to address community needs.
- Monitor the acquisition and application of financial and material aid required during the recovery period.
- Create a clear, implementable, and timely Municipal Recovery Action Plan as required (large scale emergency).
- As required deploy Municipal Building Surveyor, Health Protection Officer and any other relevant specialist staff to conduct assessments.
- Survey the emotional and social impact of the event for both individuals and the community.

- Teams undertaking Secondary Impact Assessments should also consider the provision of psychological first aid by either including an appropriately trained person in the team (e.g. Red Cross or VCCEM) or providing psychological first aid training to those doing the assessment

Colac Otway Shire Council will record impact assessment data provided using CrisisWorks in the People and Properties function.

6.27   Clean Up

Clean-up is critical to expediting the recovery of people and communities affected by emergencies. At the regional and state level the Department of Health and Humans Services, as the coordinating agency for emergency relief and recovery, will coordinate Clean-up together with key support agencies and other organisations with capacity to assist.

6.28   Individual Organisational Plans

Although not forming a Sub-Plan of the MEMP, individual agencies involved in Recovery Management are encouraged to develop internal organisational plans that detail how they respond to emergencies.

6.29   Registration

Victoria Police are responsible for the registration of emergency affected people in conjunction with Red Cross.

Register. Find. Reunite (formerly, National Registration and Inquiry System (NRIS) registration, which is conducted by Red Cross, ensures:

- The safety and re-connecting of people with family friends and community networks.
- Identification and welfare of people.

Register. Find. Reunite kits are located at local police stations.

6.30   Replacement of essential water taken during fire fighting

CFA and DELWP fire fighters are empowered under legislation to take water from any waterway or water source on public or private land for firefighting purposes. Where water is taken for firefighting, the water owner can request (via their municipality) water replacement under the Victorian Government Essential Water Replacement Scheme. A copy of the scheme and how water owners can request replacement water can be found on the Department of Environment, Land, Water and Planning website at www.ffm.vic.gov.au

6.31   Role of Department of Health and Human Services

The Department of Health and Human Services is responsible for the following Relief and Recovery activities:

- Coordinate recovery planning and management at the regional level;
- Coordinate all aspects of recovery at the regional level, including state/commonwealth departments, local government, non-government organisations and agencies;
- The Department of Health and Human Services coordinates the recovery activities across the social, economic, natural and built environments.
- Coordinate provision of personal support (psychological first aid) at incident sites and across the community.
- Provide community information and facilitate community redevelopment programs.
- Support Councils and community recovery committees in recovery planning and

managing recovery activities.

- Provide advice, information and assistance to affected individuals, communities, funded agencies and municipal councils.

6.32   Sharing of Personal Information

As per info sheet 02.10 from the Office of the Victorian Privacy Commissioner

"Usually, an organisation should only use information for the purpose it is collected (IPP 2). However, if new personal information is collected in order to respond to an emergency, sharing that information where necessary with other organisations involved in the disaster response or recovery may be considered to be disclosure for the primary purpose of collection."

6.33   Offers Material Assistance

Offers of material assistance will be discouraged.

6.34   Single Point of Contact

Helping people to help themselves is key to recovery and offering a single point of contact will help reduce confusion and create confidence that people are receiving the most up to date and correct information.

MEMP plans should contain arrangements for the promotion of a single point of contact for residents to obtain information about support, services and grants that may be available following an emergency.

All levels of government will be required to coordinate an appropriate single point of contact for recovery information. It is important that all levels of government and agencies involved promote the same single point of contact.

The agency responsible for the single point of contact will be determined by the nature, size and impact of the event.

Consideration will need to be given as to how to make this single point of contact as accessible as possible. Phone lines, recovery centres and online websites are all examples of how to deliver a single point of contact. Collecting and organising the information that needs to be made available through the single point of contact is critical.

Keeping records of the requests for information made at the single point of contact can be a valuable source of intelligence about the impact of the event and the recovery needs people have. The records should be regularly reviewed to ensure that local recovery plans are responsive to the needs arising.

6.35   Case Management

The implementation of an effective Emergency Case Management Service to support individuals and families affected by an emergency relies on significant collaboration between state government, municipalities and community service organisations.

Case management is strongly embedded into existing recovery structures established to manage and provide recovery services. These may include using existing municipal, regional and state recovery committees and the establishment of recovery centres where required.

Colac Otway Shire will liaise with Department of Health and Human Services whether delivering the Emergency Case Management System directly or coordinating the delivery by a health or community service organisation. A request for funding to coordinate or deliver the service will be forwarded to the DHHS Regional Recovery Coordinator. The funding submission will contain the following:

- Estimated number of households affected.
- Nature of the impacts of the emergency on individuals, households and the community.
- Details in relation to the capacity of local services to respond.

Where there is potential for primary producers to be affected by an emergency, the Shire will liaise with DHHS and DELWP to determine the circumstances in which case management support may be delivered in a coordinated approach.

6.36   Financial Considerations

The emergency management arrangements are predicated on the assumption that agencies agree to meet reasonable costs associated with the provision of services. The general principal is that costs are within the "reasonable means" of an agency or organisation and will be met by that agency or organisation.

Municipal Recovery Managers are responsible for implementing processes to assist with the monitoring of costs associated with the recovery process.

6.37   Reporting Arrangements

Municipal council's should regularly monitor and report on the impacts of emergency incidents on affected communities, during and following the incident, to ensure recovery agencies can promptly respond and provide assistance where required.

The following information that should be included in the monitoring and reporting of recovery activities:

- Size and location affected areas.
- Number of premises which are:
  - Uninhabitable, inaccessible, destroyed or damaged
  - Dwelling type (if known) house, caravan, flat/unit or other.
- Number of persons affected:
  - Adults / children
  - Immediate needs
  - Accommodation, health and or personal needs.
- Relief/Recovery Centres locations and hours of operations.
- Community briefings/information sessions:
  - Date, location held and number of attendees (approx.)
  - Upcoming, date and location.

6.38   Testing and Review

Emergency recovery exercises may be conducted in a variety of formats and may test various parts of the Arrangements at different levels of recovery management.

There should also be testing of the links between the levels of recovery management. Emergency recovery exercises may be run in conjunction with other emergency management exercises. These are often called Desk Top Exercises.

6.39   Evaluation of Recovery Activities

Evaluation of recovery activities and recovery programs following emergency events is essential to maximise lessons learned and identify where improvements can be made. Evaluation may take the form of a formal debrief of operations, or may involve workshops, seminars or applied research into particular areas of activity.

Depending on the scale of an emergency, the Municipal Recovery Manager (MRM) should conduct an evaluation of recovery operations following activation of the recovery

arrangements in the Municipal Emergency Management Plan. The evaluation may be an informal or formal debrief depending on the scale of the activation, and must identify the strengths and weaknesses of the local operational response to the needs of the community.

The Municipal Recovery Manager must ensure that the Regional Recovery Coordinator (DHHS) is made aware of the outcome of the evaluation.

6.40   Support and Ancillary Arrangements

6.40.1 Companion Animals, Livestock and Wildlife

Evacuations invariably involve companion animals, wildlife and livestock so emergency relief agencies will likely require provisions for:

- Extensive, secure and functional holding facilities.
- Catching, handling and confining animals.
- Feed and water, housing and accommodation.
- Veterinary treatment for injuries and illness.
- Identifying and contacting owners.
- Animals requiring specialist attention (such as horses and wildlife).

Council is working with the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) to develop a Municipal Emergency Animal Welfare Plan (**TRIM D16/31446**).

6.40.2 Feed and Water for Animals

DEDJTR and Victorian Farmers Federation are responsible for gathering and distributing emergency fodder supplies. Provision of fodder for animals after an emergency is an essential emergency relief function, as existing sources may have been destroyed in the incident.

Supplies of water may also be required for livestock after an emergency; The Department Economic Development, Jobs, Transport and Resources (DEDJTR) will be able to provide advice to municipal councils about urgent needs for emergency water supplies.

6.41   Emergency Accommodation

Accommodation may be provided to households and individuals displaced by an emergency event in hotels, motels, caravan parks, houses and flats or similar. The timeframe usually ranges from days to weeks. In some case emergency accommodation may transition into interim accommodation.

Emergency accommodation is usually provided by community, business or government organisations, although people often find their own accommodation with family or friends.

6.41.1 Interim Accommodation

Interim accommodation is provided to households and individuals whose primary place of residence is destroyed or damaged by an emergency event. Interim accommodation can be in a house, flat, caravan or similar and can continue for extended periods of weeks, months or longer prior to permanent housing. In some cases interim accommodation my transition into permanent housing.
Interim accommodation is organised through the Department of Health and Human Services Housing Emergency Management Policy and Procedures plan. Interim accommodation can also be provided by friends, family, community, business or government organisations.

6.41.2 Permanent Housing

Permanent housing includes the range of normal housing options available to individuals and households. These include owner-occupied homes, renting, public housing or equivalent. Options for specific households and individuals may differ to the pre-emergency state.

6.42   Health and Medical

The Health Protection Coordinator has been delegated the responsibility for health and medical matters.

Municipal health and medical arrangements will be considered in conjunction with the Barwon-South Western Regional Health Emergency Management Plan and the Victoria State Public Health Emergency Management Plan (SHERP).

The aim of these arrangements is to identify the health and medical facilities available within Colac Otway Shire and identify the arrangements for activation. Due to the dual nature of these arrangements, it will be divided into two components; each being addressed accordingly.

6.42.1 Health

The Environmental Health Coordinator is responsible for all public health matters in the municipality, in consultation with the MRM. All actions must be in accordance with the Victoria State Public Health Emergency Response Plan.

Municipal arrangements can be activated autonomously in line with the Victoria State Health Emergency Response Plan where there are actual or possible significant public health consequences, (but no immediate casualties such as in a major emergency) which may impact upon the health and well-being of members of the local or regional community. Incidents of this type include contaminated food, water, infectious disease etc.

The responsibilities of the Environment Health Coordinator in emergencies include:

- Advice on water supply and sewerage disposal;
- Ensuring hygienic food handling - safe production, storage and distribution;
- Supply of sanitary and hygienic accommodation when required;
- Refuse removal;
- Pest control;
- Control of infectious diseases;
- Disposal of dead animals; and
- Ensuring the sanitary condition and standard of material relief is appropriate.

In the absence of the Environment Health Coordinator, his/her deputy will take over the role.

6.42.2 Medical

Implementation of the medical arrangements will be automatic where people are injured or require medical assistance. This automatic response will be by Ambulance Victoria and hospitals within the municipality. All responses must comply with the arrangements in the Emergency Management Plan and the State Health Emergency Response Plan (SHERP).

Ambulance Victoria will be responsible for contacting additional First Aid support when required (e.g. St. John Ambulance)

6.42.3 Management of Medical Response

Medical response management at an emergency scene will be carried out by Health Commander present. The Health Commander is a trained and experienced Ambulance Victoria paramedic.

The role of the Health Commander at the scene of an emergency is to:

- Arrange resources required.

- Provide triage, (prioritise patients for treatment).
- Co-ordinate transport of patients.
- Determine destination of patients.

The Colac Otway Shire has two hospitals; Colac Area Health in Colac and Otway Health & Community Services in Apollo Bay. These are the two main medical facilities able to cope with a number of casualties. Larger numbers of casualties and more serious injuries will be transported by road or air to other hospitals.

6.43   Provision of Volunteer Assistance

Many community organisations will have resources that can be of use in an emergency. All offers of voluntary assistance will be referred to Victoria's Volunteering Portal Volunteering Victoria

Volunteers in the area of Personal Support will be coordinated by the designated lead agency, who will manage their deployment and issues like appropriate training and checks, for example Police Checks, Working with Children Checks etc.

6.43.1 Volunteer Compensation Arrangements

The *Emergency Management Act 1986* makes provision for compensation, under normal WorkCover arrangements, for volunteer emergency workers who suffer personal injury or death while engaging in, training for, standing by to perform, or travelling to or from, duties performed for agencies under the response plan or the recovery plan.

Volunteers covered are those who are members of voluntary organizations which do not have statutory compensation schemes, and cover also applies to those people who, on a casual basis, assist an agency under the response plan or the recovery plan to deal with an emergency. Compensation for loss of or damage to property is also provided for.

6.43.2 Offence of Obstruction, and Legal Immunity for Volunteers

The *Emergency Management Act 1986* creates the offence of obstructing an emergency worker (s. 36), and also gives volunteer emergency workers (the same group entitled to the compensation provisions) legal immunity in cases of loss or injury sustained by others, except in cases of their willful default or negligence (s. 37).

6.44   Transport and Engineering

All requests for transport and engineering should be directed to the MERC who will request them through the MERO. Municipal resources should be used in the first instance, prior to engaging private contractors.

PART 7 – SPECIAL PLANS AND ARRANGEMENTS

7.1   Otway District Strategic Fire Management Plan

The Municipal Fire Management Planning Committee produced the plan. The committee comprises representatives from Colac Otway Shire Council, the Country Fire Authority, the Department of Environment, Land, Water and Planning (DELWP), Parks Victoria, Victoria Police and VicRoads.

The Plan is a sub-plan of the Shire's Municipal Emergency Management Plan and reflects the State Government's direction to increase integration of fire management planning between agencies and the Community. A copy of this plan can be viewed on Councils website via the following link – Colac Otway Fire Management Plan

7.2   Colac Otway Shire Neighbourhood Safer Places Plan

This Plan is a neighbourhood safer places plan for the purposes of the legislation, and contains guidelines, which have been developed by the Municipal Association of Victoria (**MAV**) to assist the Council in relation to:

- The identification, suitability and designation of places as neighbourhood safer places (**NSPs**);
- The inspection, maintenance and decommissioning of designated NSPs within its municipal district.

A copy of this plan can be viewed on Council's website via the following link – Colac Otway Shire Neighbourhood Safer Places Plan

7.3   Community Information Guides

Community Information Guides have been developed by CFA in consultation local CFA brigades, community representatives and the Colac Otway Municipal Emergency Management Planning Committee (MEMPC) and Municipal Fire Management Planning Committee (MFMPC).

Community Information Guides (formerly known as Township Protection Plans) have been developed for the thirteen townships/localities within the Colac Otway Shire.

Each Community Information Guide provides valuable information in relation to a bushfire within, or in close proximity to the identified township that has the potential to impact on the local community.

Community Information Guides can be viewed on the CFA website at www.cfa.vic.gov.au

7.4   Municipal Relief and Recovery Plan

This Plan will be used as a guide to assist individuals and the community to manage the re-establishment of those elements of society necessary for their wellbeing.

A copy of this plan can be viewed on Councils website via the following link – Municipal Emergency Relief and Recovery Plan

7.5   MECC Operations Plan

This Plan details the procedure for the opening, setting up and running of the Municipal Emergency Coordination Centre. Copies of this plan are held by the MEM, MERO, MRM and Deputies **(TRIM: D17/50345)**.

7.6   Safety and Environment Management Plan – Port of Apollo Bay

The SEMP is an integrated system for managing and improving environmental and safety performance at the Port of Apollo Bay and to promote best practice safety and environment risk management across all aspects of port activities.

The Manager Major Contracts is responsible for the maintenance and updating of this plan in consultation with Port Staff and Local Ports, Department of Economic Development, Jobs, Transport and Resources (DEDJTR). The plan is amended annually or as required. Copies are available on the Colac Otway Shire Web site and can be made available in hard copy through a request to the Manager Major Contracts.

Copies are held by the Team Leader Apollo Bay Harbour and the Manager Major Contracts **(TRIM D13/8112)**

7.7   Evacuation Plans

Special plans addressing the issues of evacuation have been developed for the following hospitals, schools and industrial sites within the municipality. Each individual organisation is responsible for the development and maintenance of their Evacuation Plan. Copies are held as detailed for each plan below.

Schools

School Principals are responsible for the maintenance and amendment of these plans. The plans are amended annually. Copies are held by:

- Schools
- Police Stations
- Department of Education and Training, Geelong

Hospitals

Chief Executive Officer of Colac Area Health and Otway Health & Community Services are responsible for the maintenance and amendment of these plans. The plans are amended annually. Copies are held by:

- Colac Area Health
- Police Station
- Fire Brigades

7.8   Municipal Flood Emergency Plan (MFEP)

The MFEP was prepared by the MEMPC as a sub plan of the MEMP and takes into account the outcomes of the CERA process undertaken by the MEMPC. The purpose of the MFEP is to detail the arrangements agreed for the planning, preparedness, prevention, response and recovery from flood incidents within the Colac Otway Shire.

The MFEP is maintained by the SES (TRIM D17/46770)

7.9   Other Special Plans

Other specific special plans have been developed to address those hazards which have been identified by the MEMPC. The details of these plans and copyholders are provided below.

School Bus Routes

School Bus Coordinator is responsible for the maintenance and amendment of these plans. The plans are amended annually.
Copies are held by:

- Schools
- Department of Education and Training, Geelong
- Victoria Police
- Transport Company

Regional Coordination Plan - Blue Green Algae - Barwon Water

Chief Executive Officer Barwon Water is responsible for the maintenance and amendment of this plan and copies are held by the Health Protection Coordinator, Colac Otway Shire **(TRIM: D11/24840)**

Draft Lake Colac Blue Green Algae Plan: copies are held by the Manager, Environment and Community Safety, Colac Otway Shire

Colac Otway Municipal Public Health and Wellbeing Plan 2017-2021

The Manager Community Services, Colac Otway Shire is responsible for the development and review of the plan annually. The plan is required to be renewed every four years. **(TRIM: D13/69774)**

Influenza Pandemic Plan

The Health Protection Coordinator, Colac Otway Shire is responsible for the development and review of the plan annually.

Copies are available from the Health Protection Coordinator, Colac Otway Shire **(TRIM: D12/29773)**

Colac Otway Shire Heatwave Plan

The Health Protection Coordinator, Colac Otway Shire is responsible for the development and review of the plan annually.

Copies are available from the Health Protection Coordinator, Colac Otway Shire. **(TRIM: D11/19907)**

Municipal Emergency Management Plan Colac Otway Shire

Appendices

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Appendix 1 – MEMP Sub Plans, Related Procedures and Operating Guidelines

Title	Location
MEMP Sub Plans	
Otway District Strategic Fire Management Plan	TRIM D17/23230
Neighbourhood Safer Places Plan	TRIM D16/21989
Otway District Relief and Recovery Collaboration	TRIM D15/75585
Birregurra Sub Flood Plan	TRIM D14/51950
Community Emergency Risk Assessment	TRIM F14/1425
Colac Otway Shire Heatwave Plan	TRIM D16/24091
Influenza Pandemic Plan	TRIM D14/51866
Colac Otway Shire Municipal Public Health and Wellbeing Plan	TRIM D17/37323
Procedures and Operating Guidelines	
Municipal Emergency Coordination Centre Operations Plan	TRIM D17/50345
Safety and Environment Management Plan – Port of Apollo Bay	TRIM D15/32436
Business Continuity Plan – Colac Otway Shire	TRIM D12/71555
Risk Management Policy	TRIM D16/24565
MEMP Audit Report 2014	TRIM D14/73396
MFMPC Terms of Reference	TRIM D14/792475
Events Sub-committee Terms of Reference	TRIM D13/41205
Cross Council Relief and Recovery Committee Terms of Reference	TRIM D12/65712
Memorandum of Understanding – Otway District Relief and Recovery Collaboration	TRIM D14/23143
Protocol for Inter-Council Emergency Management Resource Sharing	TRIM D14/70968 TRIM D14/76328
Emergency Relief Centre Standard Operating Guidelines	TRIM D16/63942
Colac Otway Shire Community Engagement Policy	TRIM D16/24548
List of Approved Contractors	TRIM D14/51751
Corporate Business Continuity Plan	TRIM D15/32752
Other Relevant Documents	
Regional Coordination Plan – Blue Green Algae – Barwon Water	TRIM D11/24840
Barwon South West Regional Emergency Response Plan	TRIM D16/24721

Appendices 2 – 4 withheld for privacy reasons
(pages 81 – 103 of the Municipal Emergency Management Plan)

Appendix 5 – Register of Facilities – Vulnerable People

For a detailed list of facilities see **TRIM: D17/50256** Updated June 2017

Town	Facility Type		Number of Facilities
Alvie	School	Education	1
Apollo Bay	Aged Care	Residential Care	1
	Child Care		2
	School P-12	Education	1
	Hospital	Public Hospital	1
	Village Accommodation	Low Income	1
	Caravan Parks	CoM/Private	3
Beeac	School	Education	1
Birregurra	Pre School	Education	1
	School	Education	1
Carlisle River	School	Education	1
Colac	Aged Care	Private Sector Residential Care	2
	Aged Care	Public Sector Residential Care	1
	Aged and Disability	In home care	Numerous
	Child Care		7
	School	Education	7
	Hospital	Public Hospital	1
	Disability	Day Programs	5
	Residential Care	Disability	3
Coragulac	Child Care	Education	1
	School	Education	1
Elliminyt	Child Care	Education	1
	School	Education	1
	Disability	Day Programs	3
Forrest	Child Care	Education	2
	School	Education	1
Lavers Hill	Child Care	Education	1
	School P-12	Education	1

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Appendix 6 – MEMPC Terms of Reference

Colac Otway Shire

Municipal Emergency Management Planning Committee

Terms of Reference

October 2017

The Colac Otway Shire Municipal Emergency Management Planning Committee (MEMPC) has been established pursuant to Sections 21(3) and (4) of the Emergency Management Act 1986.

The MEMPC is one component of a broader structure that enables appropriate planning, response and recovery activities and arrangements at local and regional levels, with sub-committees and working groups who are responsible for planning for fire management, flood management, and relief and recovery.

1. Objectives of the Committee

The objective of the MEMPC is to operate at a strategic level, providing specialist information into the Municipal Emergency Management Plan and sub plans for Council's consideration. The committee also identifies potential opportunities to prepare, prevent and mitigate risks to the community across other areas of emergency management.

2. Role of the Committee

It is not the MEMPC's role to manage emergencies. This is the responsibility of agencies and personnel identified under the Victorian State Response and Recovery Arrangements.

The MEMPC is required to prepare the Municipal Emergency Management Plan as per the *Emergency Management Act 1986*. The ongoing role of the committee is to:

- Develop and maintain the MEMP for consideration by Council.

- Review and update the MEMP annually, including review of risks and the Community Emergency Risk Assessment (CERA) as required.

- Arrange regular tests/exercises of MEMP.

- Assess and review hazards and risks facing the community.

- Call an out of session meeting following an emergency incident or change to the plan.

- When necessary, form specialist sub-committees or working groups of the MEMPC.

- Help prepare risk treatment strategies.

- Prepare risk specific response and recovery sub-plans for the municipal district.

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- Determine the need for a Municipal Fire Management Planning Committee in accordance of Part 6A of the EMMV

The committee should operate as a planning committee and not merely as a reporting committee.

3. **Composition of the Committee**

Agency	Agency Position
Ambulance Victoria	Group Manager South West
Barwon Water	Emergency Risk Management Advisor
Colac Otway Shire	Municipal Emergency Resource Officer (MERO)
Colac Otway Shire	Municipal Emergency Manager (MEM)
Colac Otway Shire	Municipal Recovery Manager (MRM)
Colac Otway Shire	Municipal Fire Prevention Officer (MFPO)
Colac Otway Shire	Emergency Management Coordinator
Colac Otway Shire	Councillor (x2)
Country Fire Authority	Operations Manager District 6
Department of Health & Human Services	Regional Recovery Coordinator or Representative
Department of Environment, Land, Water and Planning	Otway District Manager
Department of Economic Development, Jobs, Transport and Resources	Animal Health
Parks Victoria	Chief Ranger – Colac Otway
Powercor	Regional Business Manager – Southern Region
Victoria Police	Municipal Emergency Response Coordinator (MERC)
VicRoads	Emergency Management Coordinator
VICSES	Regional Officer Emergency Management

4. **Chair and Executive Officer**

The MEMPC is chaired by the Municipal Emergency Manager. In the absence of the Chairperson, the meeting will be chaired by the Municipal Emergency Resource Officer. Where both chairpersons are absent and provided a quorum is present, a MEMPC member can be nominated from the floor and elected to the position for the meeting.

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The Executive Officer role is undertaken by Councils Municipal Emergency Management Coordinator. The Executive Officer will provide secretarial services for the MEMPC.

5. Additional Agencies

The MEMPC may call upon additional agencies or individuals to provide information or expertise as required. These agencies or individuals may choose to attend MEMPC meetings and contribute to discussions but will not hold voting rights. These agencies or individuals may choose to receive meeting invitations and minutes.

Agency	Agency Position
Australian Red Cross	Divisional Operations Officer
Colac Area Health	Services Manager
Corangamite CMA	Floodplain Statutory Manager
Department of Education and Training	Manager of Operations and Emergency Management
Emergency Management Victoria	Regional Emergency Management Planning Facilitator
Environment Protection Agency	Manager Operations & Emergency Management
Gas - Downer Utilities	Senior Technical Officer
Life Saving Victoria	Otway Life Saving Operations Officer
Public Transport Victoria	Senior Incident Response Officer
Telstra	Team Manager Field Services
V/line	Area Services Manager
VCC Emergencies Ministry	Area Coordinator - Colac Otway Shire
Volunteering Great South Coast	Coordinator & Municipal Emergency Relief & Recovery Planning
Wannon Water	Risk and Emergency Management Officer
Other additional agencies as required	

6. Specialist Sub Committees

It may be appropriate to form one or more specialist sub-committees of the MEMPC on subjects of major significance to the municipal district, such as specific risks and related issues as identified through the Community Emergency Risk Assessment and State Government legislation.

7. Quorum

A quorum is achieved when half the MEMPC member agencies plus one are present at the meeting. No resolutions can be made if a quorum is not reached; however a meeting can still take place and issues referred for resolution to the next meeting of the MEMPC at which a quorum is reached.

8. Meetings and Minutes

The Colac Otway Shire MEMPC will meet quarterly. Extraordinary meetings may be called by the MEMPC should a significant event occur within the municipality.

Requests for Agenda items will be distributed one month prior to meetings and Agendas will be distributed two weeks prior to meetings.

MFMPC members are to provide a written report to the Executive Officer outlining any agency specific emergency management actions and issues of interest to the MEMPC not less than 7 days prior to the meeting.

Meeting minutes will be forwarded to all MEMP Committee representatives two weeks following the meeting and (where deemed relevant) to the next ordinary meeting of Council, including a report explaining any specific recommendations and key outcomes.

9. Colac Otway Shire Councils Role

Council will refer relevant issues to the MEMPC for advice where required, to inform Council's decisions.

Council will give due consideration to the recommendations of the Committee.

Council will provide the MEMPC with relevant information required to make decisions.

Council will provide a suitable venue for the meetings of the Committee and provide technical and secretarial support for those meetings.

10. Changes to Terms of Reference

These terms of reference shall form an appendix to the Municipal Emergency Management Plan and as such any major amendments or variations can only be by resolution of the Colac Otway Shire Council.

Appendix 7 – Meeting and Training Log

Date	Meeting / Training
20/02/2014	MEMPC Meeting
15/05/2014	MEMPC Meeting
21/08/2014	MEMPC Meeting
5/11/2014	Training – Emergency Relief Centre - Introduction
11/11/2014	Training - Emergency Relief Centre - Refresher
12/11/2014	Training - CrisisWorks Refresher
14/11/2014	Training - Emergency Relief Centre - Refresher
18/11/2014	Training – Emergency Relief Centre Managers
20/11/2014	MEMPC Meeting
24/11/2014	Training – Emergency Relief Centre – Introduction
3/12/2014	COR EX – Multi Agency Response and ERC Training Exercise
19/2/2015	MEMPC Meeting
21/5/2015	MEMPC Meeting
20/8/2015	MEMPC Meeting
24/8/2015	Training – Working in ERC – Refresher
3/9/2015	Training – Working in ERC – Introduction
19/11/2015	MEMPC Meeting
2/12/2015	Training – Emergency Relief Centre – Refresher
2/12/2015	COS EX – Multi Agency Response and ERC Training Exercise
18/2/2016	MEMPC Meeting
19/5/2016	MEMPC Meeting
8/06/2017	Exercise Red Alert
28/7/2016	Training – Working in ERC – Refresher
18/8/2016	MEMPC Meeting
23/8/2016	Training – Working in ERC – Introduction
25/8/2016	Training – Manage ERC
29/8/2016	Training – Working in ERC – Introduction
5/9/2016	Training – Emergency Relief Centre – Refresher

27/9/2016	Training – Pre Exercise Refresher/Briefing
17/11/2016	MEMPC Meeting
24/11/2016	SURF EX – Multi Agency Response and ERC Training Exercise
23/2/2017	MEMPC Meeting
18/5/2017	MEMPC Meeting
23/5/2017	Training – Emergency Management – Understanding the Recovery Cycle
20/07/2017	DISCEX BLACK FIN - Great Ocean Road Multi Agency Exercise Sector 7
17/08/2017	MEMPC Meeting
23/8/2017	DISCEX NELSON – Great Ocean Road Multi Agency Exercise Sector 5 & 6
12/9/2017	DISCEX MACRO – Great Ocean Road Multi Agency Exercise Sector 4
12/10/2017	COR EX - Multi Agency Response and ERC Training Exercise

Appendix 8 – MEMP Distribution List

The MEMP will be circulated according to the table below. Updates to the MEMP will be distributed to the following organisations along with a process to acknowledge receipt.

MEMP Distribution			
Organisation	**Contact**	**Address**	**Format**
Colac Otway Shire	Municipal Emergency Manager (MEM) Deputy MEM Municipal Emergency Resource Officer (MERO) Deputy MERO Municipal Recovery Manager (MRM) Deputy MRM Municipal Fire Prevention Officer Chief Executive Officer Front Counter (excluding appendices) Library (excluding appendices)		Hard Copy
Ambulance Victoria		ambulanceemergencymanagement@ambulance.vic.gov.au	Electronic
Australian Red Cross	DOO ES Inner Barwon	elanderson@redcross.org.au	Electronic
Barwon Water		PO Box 659 GEELONG VIC 3220	Electronic
Colac Area Health		12 Connor Street Colac 3250	Electronic
Country Fire Authority	District 7 Headquarters	PO Box 568 North Geelong 3215	Electronic
	District 6 Headquarters	PO Box 298 Colac 3250	Hard copy
Department of Environment, Land, Water and Planning	Colac	83-85 Gellibrand Street Colac 3250	Electronic
Department of Health and Human Services	Geelong Office	Level 2 State Government Offices Cnr Lt Malop & Fenwick Streets Geelong 3220	Electronic
Otway Health & Community Services	Chief Executive Officer	39-43 McLachlan Street Apollo Bay 3233	Electronic
Parks Victoria		PO Box 3100 Bendigo 3550	Electronic
Powercor		PO Box 185 Geelong 3220	
VCC EM	Coordinator Colac Otway Shire		Electronic
Victoria Police	Municipal Emergency Response Coordinator (MERC)	Colac Police Station	Hard copy

Victoria Police continued	Regional Emergency Response Coordinator – Inspector	State Government Offices Cnr Lt Malop & Fenwick Streets Geelong 3220	Electronic
	Regional Emergency Response Coordinator WDI	110 Mercer Street Geelong 3220	Electronic
	Apollo Bay Police Station	31 Nelson St APOLLO BAY VIC 3233	Hard copy
	Beeac Police Station	63 Main St BEEAC VIC 3251	Hard copy
	Birregurra Police Station	89 Main St BIRREGURRA VIC 3242	Hard copy
	Colac Police Station	Cnr Dennis & Queen St COLAC VIC 3250	Hard copy
	Cressy Police Station	Lyons St CRESSY VIC 3322	Hard copy
	Forrest Police Station	Station St FORREST VIC 3236	Hard copy
	Lavers Hill Police Station	Great Ocean Rd LAVERS HILL VIC 3237	Hard copy
Vic Roads	Emergency Management Coordinator	PO Box 775 Geelong 3220	Electronic
VicSES	Regional Officer Emergency Management	South West Region Office 90 Furmer Ave BELL PARK VIC 3215	Hard copy
Wannon Water		25 Gateway Road Warrnambool 3280	Electronic
Neighbouring Councils	Corangamite Shire MERO	PO Box 84 CAMPERDOWN VIC 3260	Electronic
	Golden Plains Shire MERO	2 Pope St BANNOCKBURN VIC 3331	Electronic
	Surf Coast Shire MERO	PO Box 350 TORQUAY VIC 3228	Electronic
State Library of Victoria	Government Publications	23-47 Villiers Street North Melbourne 3051	Electronic
Spare Copies			4
TOTAL			**46**

Appendix 9 – Community Emergency Risk Assessment

A copy of the Community Emergency Risk Assessment Plan and Workbook can be accessed upon request from the Emergency Management Coordinator

CERA Workbook Ref – TRIM D17/46771

Appendix 10 – Control Agencies for Response

Refer to Part 7 of the Emergency Management Manual Victoria (EMMV) located at www.emv.vic.gov.au/policies/emmv

Appendix 11 – Support Agencies for Response

Refer to Part 7 of the Emergency Management Manual Victoria (EMMV) located at www.emv.vic.gov.au/policies/emmv

Appendices 12 – 13 withheld for privacy reasons
(pages 116 – 117 of the Municipal Emergency Management Plan)

Appendix 14 – Designated Neighbourhood Safer Places and Community Fire Refuges

Neighbourhood Safer Place – Places of last Resort

Township	Structure Type	Telephone	Description	Map reference Easting Northing
Apollo Bay	Open Space	N/A	**Apollo Bay Foreshore** 1.883 hectares, Toilets, Foreshore area on Great Ocean Road	Easting: 732097 Northing: 5076635
Gellibrand	Open Space	N/A	**Rex Norman Reserve** 1600 m^2, Main Street Gellibrand	Easting: 721352 Northing: 5733301
Birregurra	Open Space	N/A	**Birregurra Park** 3700m^2, Main Road Birregurra	Easting: 743523 Northing: 5753044
Beeac	Open Space	N/A	**Beeac Park** 1000m^2, Corner Wallace and Colac Ballarat Road , Beeac	Easting: 731173 Northing: 5769181

Community Fire Refuges

Township	Structure Type	Telephone	Description	Map reference Easting Northing
Lavers Hill	Community Fire Refuge	03 5237 3162	**Lavers Hill Community Fire Refuge – SES and CFA Joint Station** 8 - 14 Lavers Hill – Cobden Road, Lavers Hill	Easting: 707970 Northing: 5716129

Appendix 15 – Community Alert Sirens

Township
Lavers Hill
Wye River

Appendix 16 - Fixed Wing Aircraft

The Colac and Apollo Bay airstrips are the only authorised landing strips in the Colac Otway Shire.

Colac Airstrip Statistics

Abbreviation:	YOLA
Location:	McKays Road, Irrewarra
	10 km NE of Colac
	Lat $38^0$17'S Lon $143^0$41'E
Type:	Authorised Landing Area, Unlicenced
Elevation:	450 feet
Surface:	Unsealed – graveled and grass
Runway:	09-27 Sealed 885 m (East-West)
	18-36 Grass 630 metres (North-South) – dry weather only
Circuit:	Left Hand
Information:	Pre-recorded – (03) 5232 9563
Emergencies:	Colac Police – (03) 5231 5599
	Aerodrome manager – 0427 563 894

Apollo Bay Airstrip Statistics

Abbreviation:	YAPO
Location:	Adjacent to northern limit of Marengo, south of
	Apollo Bay and immediately west of the Great Ocean Rd.
	Lat $38^0$47'S Lon $143^0$39'E
Type:	Authorised Landing Area, Unlicensed
Elevation:	45 feet
Surface:	Sealed
Runway:	09-27 - 760 metres
Runway Lights:	No
Special Procedures:	High ground at west end.
	Consider one way unless wind dictates.
	Be mindful of trees.
	Use 125.9 in circuit.
	Automated message - (03) 5232 9563

Rotary Wing Aircraft

Emergency Service Organisations and Military Aircraft supporting Emergency Services utilise the Colac Cricket Ground at the corner of Queens Avenue and Fireman Street for routine Police and Medivac landings.

DELWP permanent landing area is 88 Forest St Colac situated in Clearwater Logging and Transport yard. Windsock is yellow, Lat 38.20.58S Lon 143.36.57E.

Appendix 17 – Acronyms and Abbreviations

AA	Air services Australia
ADF	Australian Defence Force
AEMO	Australian Energy Market Operator
AFAC	Australian Fire and Emergency Services Authority Council
AGCDTF	Australian Government Counter Disaster Taskforce
AGD	Attorney-General's Department
AIIMS	Australasian Inter-Service Incident Management
System AMSA	Australian Maritime Safety Authority
ARCV	Australian Red Cross Victoria
ARFF	Aviation Rescue and Firefighting (part of Airservices Australia)
ATSB	Australian Transport Safety Bureau
AusSAR	Australian Search and Rescue
AV	Ambulance Victoria
AVCG	Australian Volunteer Coast Guard
BC	Building Commission
BOM	Bureau of Meteorology
CBR	Chemical, Biological, Radiological
CBRIE	Chemical, Biological, Radiological, Incendiary Explosive
CCP	Chief Commissioner of Police
CCoV	Coroners Court of Victoria
CERA	Community Emergency Risk Assessment
CFA	Country Fire Authority
CGRC	Central Government Response Committee
CI	Critical Infrastructure
CMA	Catchment Management Authority
COAG	Council of Australian Governments
COMDISPLAN	Commonwealth Government Disaster Response Plan
CORC	Colac Otway Recovery Committee
CWA	Country Women's Association
DACC	Defence Assistance to the Civil Community
DELWP	Department of Environment, Land, Water & Planning
DFACA	Defence Force Aid to the Civil Authority
DFSV	Dairy Food Safety Victoria
DGEMA	Director-General Emergency Management Australia
DHHS	Department of Health and Human Services
DoJ	Department of Justice
DPC	Department of Premier and Cabinet
DTF	Department of Treasury and Finance
DEDJTR	Department of Economic Development, Jobs, Transport and Resources
DVI	Disaster Victim Identification
EMA	Emergency Management Australia
EMLO	Emergency Management Liaison Officer
EmRePSS	Emergency Resource Providers Support Scheme
EMS	Emergency Medical Services
EMT	Emergency Management Team
EOC	Emergency Operations Centre
EPA	Environment Protection Authority
ERC	Emergency Response Coordinator
ERCC	Emergency Response Coordination Centre

ESTA	Emergency Services Telecommunications Authority
I ERC	Incident Emergency Response Coordinator
GIS	Geospatial Information System
ICA	Insurance Council of Australia
ICC	Incident Control Centre
IDRO	Insurance Disaster Response Organisation
IFMP	Integrated Fire Management Planning
IMS	Incident Management System
IMT	Incident Management Team
LSV	Life Saving Victoria
Marine EMT	Marine Emergency Management Team
MAV	Municipal Association of Victoria
MCPEM-EM	Ministerial Council for Police and Emergency Management – Emergency Management
MECC	Municipal Emergency Coordination Centre
MEMEG	Municipal Emergency Management Enhancement Group
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Response Coordinator
MERO	Municipal Emergency Resource Officer
MEST	Major Emergency Strategy Team
MFB	Metropolitan Fire Brigade
MFESB	Metropolitan Fire and Emergency Services Board
MFPO	Municipal Fire Prevention Officer
MRM	Municipal Recover Manager
MSV	Marine Safety Victoria
NCTP	National Counter Terrorist Plan
NDRRA	Natural Disaster Relief and Recovery Arrangements
NEMC	National Emergence Management Committee
NEWS (EL)	National Emergency Warning System (Emergency Alter)
NPW	Nuclear Powered Warship
POC	Police Operations Centre (D24)
PV	Parks Victoria
Red Cross	Australian Red Cross
RERC	Regional Emergency Response Coordinator
RERCC	Regional Emergency Response Coordination Centre
RFCV	Rural Finance Corporation Victoria
RFR	Register. Find. Reunite.
RR	Road Rescue
RSPCA	Royal Society for Prevention of Cruelty to Animals
SBSC	Small Business Counselling Service
SCC	State Control Centre / State Crisis Centre
SCN	Security and Continuity Network
SECC	Security and Emergencies Committee of Cabinet
SEMC	State Emergency Mitigation Committee
SEMT	State Emergency Management Team
SERCC	State Emergency Response Coordination Centre
SEWS	Standard Emergency Warning Signal

SHERP	State Health Emergency Response Plan
SII	Spatial Information Infrastructure
TAC	Transport Accident Commission
TESS	Transport, Engineering and Services Support
USAR	Urban Search and Rescue
VCC EM	Victorian Council of Churches Emergency Ministry
VEMC	Victorian Emergency Management Council
VCG	Victorian Grants Commission
VicPol	Victoria Police
VICSES	Victoria State Emergency Service
VRCA	Victoria Regional Channels Authority
VWA	Victorian WorkCover Authority (WorkSafe)
WICEN	Wireless Institute Civil Emergency Network

Appendix 18 - Glossary

Term	Definition
Action	The executive command to mount an operation whereby all required personnel are called to their posts.
Affected Area	A geographic area affected by an emergency for the purpose of response and recovery arrangements.
Agency	A government agency or non-government agency.
Alert	The period when the Regional or Municipal Emergency Response Coordinator believes an emergency may occur and requires all, or designated functional services to increase their level of preparedness to cope.
Assembly Area	A designated location used for the assembly of emergency affected persons. The area may also incorporate an Emergency Relief Centre.
Chain of Command	The organisational hierarchy of an agency. It is the identifiable line up and down the hierarchy from any individual to and from their supervisor and subordinates. The chain of command identifies people or positions with accountability.
Command	The direction of human and material resources of an agency in the performance of an agency's roles and responsibilities.
Control	The direction of human and material resources of an agency in the performance of that agency's roles and tasks.
Control Agency	An agency nominated to control the response activities to a specific type of emergency.
Coordination	The bringing together of agencies and resources to ensure effective response to and recovery from emergencies, primarily concerned with the systematic acquisition and application of required resources.
Counselling	The provision of psychological support and advice to persons affected by an emergency.
Displan	The name given to the State Emergency Response Plan under Section 10(1) of the Emergency Management Act 1986. The word DISPLAN was originally the short title for the State Disaster Plan. In this manual the phrase "emergency response" is used when referring to this emergency response plan as a document or the emergency response arrangements, or to emergency response coordinators.
EMCG	Consists of the MERC, MERO and MRM – a Municipal decision-making group within the MECC.
Emergency	An emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria, or endangers or threatens to endanger the environment or an element of the environment in Victoria including, without limiting the generality of the foregoing: a. an earthquake, flood, wind-storm or other natural event; and b. a fire; and c. an explosion; and d. a road accident or any other accident; and e. a plague or epidemic; and f. a warlike act, whether directed at Victoria or part of Victoria or at any other State or Territory of the Commonwealth; and g. a hi-jack, siege or riot.

Term	Definition
Emergency Affected Persons	People, other than emergency management personnel, who experience losses or injury or are affected by an emergency. Usually understood to exclude the deceased.
Emergency Grant	The provision of financial assistance during emergency relief to emergency affected persons as determined by government policy.
Emergency Management	The organisation and management of resources for dealing with all aspects of emergencies. Emergency management involves the plans, structures and arrangements which are established to bring together the normal endeavours of government, voluntary and private agencies in a comprehensive and coordinated way to deal with the whole spectrum of emergency needs including prevention, response and recovery.
EMLO	Provided by Agencies and Councils to the Control Agency and are located in the Incident Control Centre or the controlling agency's Emergency Response Centre.
EMMV	The Manual that provides the structure for Municipalities to raise their Municipal Emergency Management Plans (MEMP).
Emergency Relief	The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency. It includes the establishment, management and provision of services to Emergency Relief Centres.
EMT	A team which assists the Controller in formulating a response strategy and in its execution by all agencies.
ERC	A building or place established to provide life support and essential needs to persons affected by or involved in the management of an emergency.
Financial Assistance	See Emergency Grant.
Hot Start	The MECC and ERC functions are established and staffed.
IERC	A senior member of the Police Force at the scene of an emergency.
IIA	An initial appraisal of the extent of damage, disruption and breakdown to the community and its infrastructure as a result of the emergency or disaster.
Incident	Any unplanned event requiring emergency intervention.
Incident Controller	The Officer with overall responsibility for emergency response operations. A controller is a member of the control agency appointed to have overall responsibility for emergency response operations.
Incident Control Centre	The locations where the Incident Controller and various members of the Incident Management Team provide overall direction of response activities.
Lead Agency	The Agency designated to coordinate the provision of a functional area of emergency relief and supplementary supply.
Marshalling Point	An area/facility where resources are deployed and the occupational health and safety of Yarra Ranges Council personnel, contractors and other local government personnel who are conducting emergency response activities is monitored.
Material Needs	Clothing, bedding and other personal items provided to emergency affected persons.
MECC	A facility operating at the Municipal level to coordinate and organise emergency provisions of Municipal and community resources in support of response and recovery.
MECC Facility Manager	The function which coordinates the procedural and system requirements to ensure the smooth running of the facility.

Term	Definition
MECC Logistics Officer	Responsible for obtaining and maintaining resources, facilities, services and materials to support emergency response.
MECC Planning Officer	Responsible for information management and planning to support emergency response.
MEM	A Municipal employee responsible for overall emergency management functions across Council.
MEMPC	The Committee that is responsible for the formation and maintenance of the Municipal Emergency Management Plan (MEMP) at the Municipal level.
MERC	A member of Victoria Police (Officer in Charge Lilydale Police Station) appointed at the Municipal level to coordinate the response to an emergency.
MERO	A Municipal appointee responsible to the Municipal Council for ensuring the coordination of Municipal resources to be used in emergency response.
MRM	A Municipal appointee responsible to the Municipal Council for ensuring the coordination of Municipal resources to be used in emergency recovery.
Municipality	The area within the defined boundaries for Local Government responsibility of a Council, Shire, Borough, Town or City.
NSP	A place of last resort for people in bushfire prone areas to go to in the event of a bushfire.
Operations Officers	Responsible for managing all activities and resources specific to their role for emergency response.
Prevention	The elimination or reduction of the incidence or severity of emergencies and the mitigation of their effects.
Primary Support Agency	The Agency to be first considered by a Municipal Emergency Response Coordinator for support in an emergency role.
Recovery	The assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning.
Recovery Agency	An Agency with a role or responsibility under the State Emergency Recovery Plan or in the recovery arrangements.
Recovery Centre	A building in which a coordinated process of support to affected communities in the restoration of their emotional, social, economic and physical wellbeing is provided.
Relief Stage	The immediate post impact stage of an emergency, preceding the recovery phase. For the purposes of this Plan, the end of relief will be when "stand down" is advised by the Municipal Emergency Response Coordinator.
Region	A geographic area comprising a number of Municipal districts and specific Victorian waters.
Relocation	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.
Resource Supplementation	The provision of resources in emergencies to response agencies by other than their internal resource acquisition systems.
Response	The combating of emergency and the provision of rescue and immediate relief services.
RERC	A commissioned officer of Victoria Police appointed for a State Government region as Regional Emergency Response Coordinator.

Term	Definition
RFR	Register.Find. Reunite: A Red Cross managed website - This service registers, finds and reunites family, friends and loved ones after an emergency
Staging Area	A location designated and used during emergency response for the assembly of Control or Support Agency personnel prior to deployment.
SMEACS	The situation briefing used to communicate the emergency situation, issues and response mechanisms for personnel in the MECC and at an ERC.
SOP	Step-by-step instructions on how to implement and complete tasks that are integral to emergency response and recovery.
Span of Control	A concept that relates to the number of groups or individuals that can be supervised by one person.
Standby	That period normally following alert, when the RERC or MERC, or the Chief Officer of a control agency, believes that the occurrence or the effects of the emergency, are imminent. Members of the relevant agencies are placed "on standby", thus being ready to respond immediately.
Stand Down	The order given by the Regional or Municipal Emergency Response Coordinator that allows personnel to cease operations reflecting the termination of the emergency.
State Emergency Response Coordinator	The Chief Commissioner of Police who is responsible for the coordination of activities of agencies having roles or responsibilities in relation to the response of emergencies.
State Recovery Coordinator	A senior office of DHS appointed by the Department to ensure the overall coordination of recovery in Victoria.
Supplementary Supply	Those resources requested under emergency supply unable to be obtained by Emergency Response Support Agencies.
Support Agency	An agency which provides services, personnel, or material to support or assist a control agency of affected persons.
Temporary Accommodation	Accommodation provided over an extended period of days, weeks or months for individual or families affected by an emergency. It is different from emergency shelter.
Volunteer Emergency Worker	A volunteer worker who engages in emergency activity at the request (whether directly or indirectly) or with the express or implied consent of the chief executive (however designated), or of a person acting with the authority of the chief executive, of an agency to which either the state emergency response or recovery plan applies.
Warm Start	The MECC and ERC functions are established with staff on Standby.

Appendix 19 – Emergency Management Structures

Colac Otway Shire Council's emergency management response will depend on the nature of the incident that arises and what 'level' the emergency is determined to be.

The following outlines the three incident levels and depicts the structures that will be activated at each level.

In order to avoid confusing acronyms, the only acronyms used throughout are for 3 of the key internal emergency management roles – that of Municipal Emergency Manager (MEM), Municipal Emergency Resource Officer (MERO) and Municipal Recovery Manager (MRM).

Level One Incident

Level one criteria:
- Single event or incident
- No Incident Control Centre
- No Emergency Relief Centre

An example of this type of incident is the train accident that occurred in 2016.

Council response:
- Initial meeting of the incident management team to strategise Council's response. This meeting will also be used to determine whether further meetings are required and what resources Council will need to commit
- Information and updates provided to the executive management team and public relations.

Level One Incident Response

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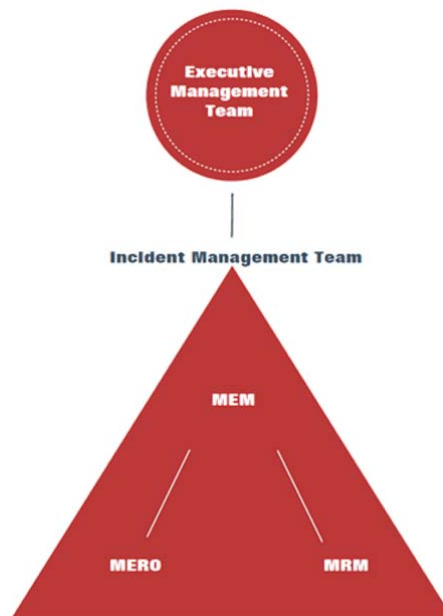
Level Two Incident

Level two criteria:

- Prolonged event or incident, or one that has significant widespread impacts
- Incident Control Centre activated
- No Emergency Relief Centre activated

An example of this type of incident is the September 2016 flooding event in the shire.

Council response:

- Daily meetings initially of the incident management team and representatives of internal business units
- Additional staff engaged as required
- Regular briefings to the executive management team and public relations
- Frequent all-staff updates
- Frequent Council briefings.

Please note that the units represented are indicative; the nature of the incident will determine what areas of the organisation need to be involved. This will be outlined during an initial meeting of the incident management team.

The incident management team will also discuss business continuity and recovery transition with the executive management team.

Level Two Incident Response
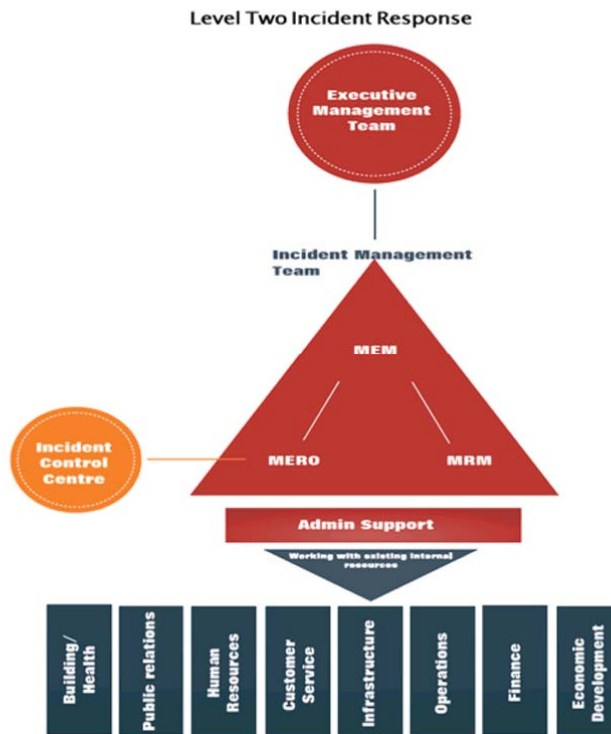
Level Three Incident

Level three criteria:

- Major event or incident, with significant ongoing impacts
- Incident Control Centre activated
- Emergency Relief Centre activated

An example of this type of incident is the Christmas Day 2015 bushfires in Wye River and Separation Creek.

Council response:

- MECC activated in rehearsal room in COPACC
- Daily meetings and briefings of the internal management team and other relevant staff
- Activate Customer Service Centre
- Agency support and additional staff engaged as required
- Frequent briefings of executive management team, public relations and Council
- Frequent, possibly daily, all-staff communications and warnings disseminated
- Incident management team discussions with executive management team
- Business continuity planning
- Transition to recovery planning
- Activate after-impact assessments

Please note that the units represented are indicative; the nature of the incident will determine what areas of the organisation need to be involved.
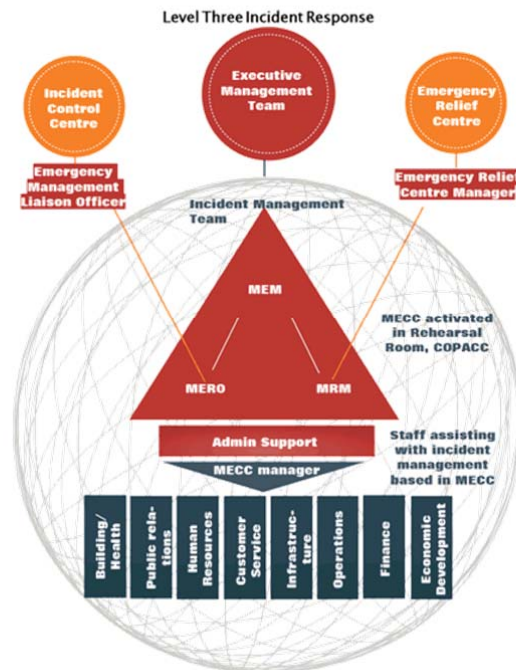
Appendix 20 – Single Incident Flow Chart

Colac Otway Shire – Single Incident Flow Chart

August 2017

Initial Response

Response Agency (SES, CFA, Vic Pol) or MERC attends incident

Information/service delivered to affected persons sufficient? — YES → No further action

NO

Contact Council MERO: Regarding required services 0427 357 850

ERC required? — YES → Contact Council MRM 0417 342 428 → MRM Opens ERC → ERC opened As per ERC Standard Operating Guidelines / Relevant staff members contacted

NO

Additional Council resources required? — NO / YES → Council MERO arranges additional resources

Agency Resources Deployed

Contact DHHS: Regarding accommodation and financial services 1800 238 183

No further action

Additional external resources required? — NO / YES

Contact required agencies

Red Cross Contacted: Regarding material aid 1800 232 969

VCC EM Contacted: Regarding counselling services 9654 1736 / 5233 8471

Council Resources Deployed

Municipal Building Surveyors Contacted: Regarding affected buildings and infrastructure 0481 248 003 / 0419 500 203

Environmental Health Officers Contacted: Regarding food & health premises, septic & pollution issues 0403 084 573 / 0407 759 112

Services and Operations Contacted: Regarding road services, drainage and other works related assistance 0418 523 969 / After hours: 0427 048 579

ORDINARY COUNCIL MEETING

DESIGNATION OF CRESSY NEIGHBOURHOOD SAFER PLACE - BUSHFIRE PLACE OF LAST RESORT

OM172211-5

LOCATION / ADDRESS	Cressy Community Hall	**GENERAL MANAGER**	Gareth Smith
OFFICER	Simon Howland	**DEPARTMENT**	Development & Community Services
TRIM FILE	F17/6787	**CONFIDENTIAL**	No
ATTACHMENTS	1. NSP-BPLR Site Assessment Report - Cressy Community Hall and Front Yard		
PURPOSE	The purpose of this report is to seek Council endorsement to designate the Cressy Community Hall and associated front grounds as a Neighbourhood Safer Place - Bushfire Place of Last Resort.		

1. LOCATION PLAN / AERIAL PHOTO

2. EXECUTIVE SUMMARY

Current legislation requires the Country Fire Authority (CFA) to certify Neighbourhood Safer Places – Bushfire Places of Last Resort (NSP-BSLRs) against the CFA's Assessment Guidelines, and Victoria's Councils to identify, designate, establish and maintain suitable sites as NSP-BSLRs in their municipal districts. Currently Council maintains four open space NSP-BPLRs within the municipality; Beeac Park, Birregurra Park, Gellibrand Reserve and Apollo Bay Foreshore.

Recent assessments have been conducted by the CFA and Council officers on the Cressy Community Hall and associated front yard as a potential future designated NSP-BPLR by Council. The subsequent recommendations from the assessment and associated report are contained within this report and presented to Council for consideration of formal resolution for designation.

3. RECOMMENDATION

That Council endorse the Cressy Community Hall and the front yard area as described and detailed within the attached NSP Site Assessment Report is designated as a Neighbourhood Safer Place- Bushfire Place of Last Resort.

4. BACKGROUND / KEY INFORMATION

BACKGROUND

As per the requirements of the Country Fire Authority Act 1958 and the Emergency Management Act 1986, Councils within Victoria are required to identify, designate, establish, maintain and decommission Neighbourhood Safer Places – Bushfire Places of Last Resort (NSP-BPLR) in their municipal districts.

NSP-BPLRs are places of last resort for people to go to during a bushfire when their primary bushfire plans have failed. NSP-BPLRs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling and seeking access to NSPs during bushfire events.

Currently Council maintains four open space NSP-BPLRs within the municipality. Given the high risk associated with bushfire across the Shire, Council in partnership with the Municipal Fire Planning Committee (MFMPC) and Municipal Emergency Management Planning Committee (MEMPC) undertake a number of assessments each year to assess potential new NSP-BPLR sites for designation.

Both the Cressy Community Hall and associated front yard were identified as a potential NSP-BPLR building or NSP-BPLR open space site by Council officers in July 2015. As such, in collaboration with members of the MFMPC, assessments were initiated to deem their suitability for potential designation. The assessment was undertaken in accordance with the process outlined in Council's Neighbourhood Safer Places Plan (NSPP).

KEY INFORMATION

The Cressy Community Hall is located at 41 Yarima Road, Cressy. It is Council owned and under a Committee of Management arrangement with the Cressy Community Hall Committee. A map showing the proposed NSP-BPLR site can be viewed in the attached Council Site Assessment Report (see attachment 1).

Following the identification of the Hall and front yard as potential NSP-BPLR sites Council staff led an onsite assessment against the criteria in Councils NSPP. This assessment was conducted with members of the MFMPC, including representatives from Council and CFA in July 2015 (see attachment 1 - appendix C). The assessment confirmed that both potential sites generally met Council's NSPP criteria and as a result both were referred to the CFA for further assessment as a NSP-BPLR building or NSP-BPLR open space.

The CFA conducted an assessment of the two potential NSP-BPLR sites in January 2017 against the Bushfire Neighbourhood Safer Places CFA Assessment Guideline and determined the sites as compliant with the CFA requirements (see appendix B in attachment 1). Council was notified of the CFA's approval on 30 August 2017. Subsequently, Council staff prepared a Site Assessment Report for the proposed NSP-BPLRs (see attachment 1) which discusses in detail the NSP-BPLR approval process, compliance standards, the assessment approach undertaken, specific site details, findings, discussion and recommendations. Key aspects within the Site Assessment Report are outlined below.

Opening of the NSP-BPLR
As part of the NSP-BPLR is a building, arrangements will be made with the local CFA and hall committee of management to have the building open on high fire danger days . However, the ability of Council to designate the whole site as a NSP-BPLR (Community Hall and front yard) allows people access to a fully assessed and maintained area in the front yard, beside the building, if it is unexpectedly locked or opening is delayed when use is required.

Defendable Space
The site is deemed to have sufficient defendable space by the CFA with some modification to the surrounding grassland. The grassland sections will need to be managed to the standards outlined by the CFA in the radiant heat assessment.

Defendability of Buildings
The building is made of brick and is clear of major vegetation, but some minor improvements need to be made to the building to improve survivability. These include:
- Placing mesh smaller than 3mm over the subfloor and roof air vents
- Painting fire resistant paint on wooden elements that are lower than 400mm from the ground
- Replacing door seals
- Fire proof silicone on the ridge cap to the roof sheets for ember protection
- Ember mesh less than 3mm over opening windows
- Vegetation management in the garden around the building, including raising all shrubs up off the ground to allow grass cutting and limiting the ability for small ground fire to involve the garden
- Fire Hose Real outside the building near the front door would improve site safety (not essential to NSP-BPLR establishment).

It is believed that the improvements will bring the building up to the current standard of BAL 12.5 as described in AS 3959. Should the Hall be ignited by the fire, as a fall back strategy, people could move to the front yard of the Hall which has also been assessed as an appropriate NSP-BPLR under this assessment.

Signage
There is sufficient space to erect general NSP signage. A signage location map is provided in Appendix C (see attachment 1).

Establishment Cost
There will be a moderate establishment cost to bring the building and grounds up to a standard commensurable to the risk. The anticipated cost is approximately $5,000 and can be funded through an existing Council operating budget for establishing and maintaining NSP.

Maintenance and Maintainability
Some costs would be incurred by Council in maintaining the site, but the extra costs are small and can be covered in existing maintenance budgets. General maintenance requirements will be monitored by the MFPO through the annual NSP-BPLR program.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Council officers worked with key stakeholders in the development of the NSP-BPLR site audit and assessment (i.e. Emergency management agencies as represented by the MFMPC and MEMPC). Both the MFMPC and MEMPC formally endorsed recommending the proposed Cressy NSP-BPLR for Councils consideration at their quarterly meeting in August 2017.

Once established, as viable potential sites by the MFMPC and MEMPC, Council staff initiated communications with both the Cressy Community Hall Committee for support of the use of the building as a NSP-BPLR and the neighbouring Uniting Church Committee due to vegetation management requirements. Both the Hall and the Uniting Church Committees are supportive of the site being formally designated.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The designation of NSP-BPLRs directly aligns with the Council Plans Theme 2 - Our Places, specifically goal 6: Emergency management is coordinated locally and on a regional basis. The designation of the NSP-BPLR helps to ensure that a place of last resort is established for the local community and supported by state legislation.

ENVIRONMENTAL IMPLICATIONS

There are no significant environmental implications associated with establishing the NSP-BPLR. The vegetation removal will be minimal and involve modifying planted vegetation and grass. No indigenous vegetation removal is necessary.

SOCIAL & CULTURAL IMPLICATIONS

There is significant political and community desire to ensure the establishment of NSP-BPLRs where possible. The social effects of bushfire including loss of life, destruction of property and dislocation of communities are inevitable.
While the designation of NSP-BPLRs do not guarantee the survival of those who assemble there, they do provide an extra resource for those whose bushfire survival plans have failed.

ECONOMIC IMPLICATIONS

There are no significant economic implications associated with establishing the NSP-BPLR.

LEGAL & RISK IMPLICATIONS

As per the requirements of the Country Fire Authority Act 1958 and the Emergency Management Act 1986, Councils within Victoria are required to identify, designate, establish, maintain and decommission NSP-BPLR in their municipal districts. The establishment and/or designation of a NSP-BLR in Cressy will help reduce the risk to the community posed by fire, but as stated above it does not guarantee survival of those who assemble there.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

There will be a moderate establishment cost to bring the building and grounds up to a standard commensurable to the risk. The anticipated cost is approximately $5000; the Emergency Management Unit currently has adequate budget resources to cover the anticipated establishment costs. Ongoing maintenance of the proposed NSP-BPLR should be adequately covered in the existing Emergency Management Units allocated budget.

7. IMPLEMENTATION STRATEGY

DETAILS

If Council resolves to designate the proposed NSP-BPLR, Councils Emergency Management Coordinator will organise the required building and vegetation works to be undertaken and updates made in the NSPP and the Municipal Emergency Management Plan (MEMP).

COMMUNICATION

Subject to Council endorsement, both the Hall and neighbouring Uniting Church Committees will be notified, a media release will also be issued informing the general public that the NDSP-BPLR has been formally updated and is available for viewing on Councils website. Updated hard copies of the NSPP and the MEMP detailing the new designation will be made available to the general public via Councils customer service counters at Colac and Apollo Bay and electronic copies will be available for viewing on Councils website. It is important to note that minor updates to the MEMP, such as the listing of a new NSP, can be approved by the MEMPC and do not require the MEMP to be resubmitted to Council for formal endorsement.

TIMELINE

- 22 November 2017 – Council considers designating the Cressy Community Hall and front yard as a NSP-BPLR.
- 1 December 2017 – If the site is designated, Councils NSPP and the MEMP are updated to reflect new designation and redistributed.
- Early to mid-December 2017 - Required works undertaken on the building and surrounding vegetation.
- Early to mid-December 2017 - Media releases and social media updates undertaken to raise awareness of the new designation.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Neighbourhood Safer Place

(Place of Last Resort)
Site Assessment Report

Front Yard and,
Cressy Community Hall.
Cressy

Reference: Cressy NSP Site Assessment Report
Colac Otway Shire
October 2017

Table of Contents

1. Executive Summary

In response to the Interim 2009 Bushfires Royal Commission Recommendation 8.5, the Victorian Government has introduced legislation which requires the Country Fire Authority (**CFA**) to certify Neighbourhood Safer Places (**NSPs**) against the CFA's Assessment Guidelines, and Victoria's Councils to identify, designate, establish and maintain suitable sites as NSPs in their municipal districts.

In relation to the potential NSP sites, known as Front Yard and Cressy Community Hall, Cressy being assessed as a NSP's, the Colac Otway Shire with the support of the Municipal Fire Management Planning Committee (**MFMPC**), CFA Barwon South West Region, has undertaken assessments in line with current guidelines and expected practices.

The results of the CFA Assessment Guidelines and the assessment against the Colac Otway Shire Neighbourhood Safer Places Plan Criteria has shown the site described as Front Yard and Cressy Community Hall, at the time of assessment to be compliant against the relevant guidelines and criteria.

Unless Council, on whatever grounds sees fit to decide otherwise, having successfully passed all current NSP criteria that has been established by the State Government, CFA, MAV and the Colac Otway Shire, it is recommended that:

1. The Colac Otway Shire endorse the area as described and detailed within the NSP Site Assessment Report which is located within the Front Yard and Cressy Community Hall, Cressy as a designated Neighbourhood Safer Place.

On passing the recommendation above it is further recommended:

1. The Council provides signage at the NSP site in line with the guidelines published from time to time on the internet site of Emergency Management Victoria.

2. The Colac Otway Shire provides to the CFA information on the NSP designation of the site with Front Yard and Cressy Community Hall, Cressy.

3. The MFMPC and the MEMPC include this site within a list of NSPs within their respective plans.

4. The Council informs the public of the designation of the site as a NSP and provides information to the public on the purpose and function of the NSP as a place of Last Resort and the fact that there is no guarantee of survival if used during an emergency event.

5. The Council asks the CFA to assist in an annual assessment and review of the NSP site by August 31 each year against the Municipal NSP Plan and the CFA assessment guidelines.

6. The NSP site is maintained to suitable standards and that the Municipal Fire Prevention Officer undertakes routine inspections of the NSP site prior to and during the fire danger period.

7. That a budget is allocated/maintained to provide the site with signage, maintenance and annual inspections in line with the NSP guidelines, legislation and plans.

2. Introduction

In its interim Report, the 2009 Victorian Bushfires Royal Commission recommended that neighbourhood safer places, be identified and established to provide persons in bushfire affected areas with a place of last resort during a bushfire[1].

In response to this recommendation, the Victorian Government in late 2009 introduced the *Emergency Services Legislation Amendment Act 2009* (**ESLA Act**) which amends the *Country Fire Authority Act 1958* (**CFA Act**) and the *Emergency Management Act 1986* (**EM Act**). The effect of these amendments requires the CFA to certify NSPs against the CFA's Assessment Guidelines, and Councils within Victoria to identify, designate, establish, maintain and decommission NSPs in their municipal districts.

NSPs are not community fire refuges or emergency relief centres. NSPs are **places of last resort** during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling and seeking access to NSPs during bushfire events. Depending on the direction of a particular fire, it may not be 'a safer place' to assemble than other places within the municipal district. At that point in time it almost certainly will be a matter for individual judgement and decision, as to which if any NSP a person or persons should travel in the presence of fire.

NSPs will be assessed by the CFA as providing some protection from immediate risk of direct fire attack, but not necessarily from other risks, such as flying embers.

It is impossible to determine the variables of people's behaviour and actions during the stresses of an emergency situation. It is also impossible to precisely determine localised affects of weather during fire events and the resulting impact of fire at any particular location on any given high risk day. In understanding this, the assessment has included many assumptions in identifying possible sites that may provide some form of protection from radiant heat during the passage of a fire.

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1. Recommendation 8.5, 2009 Victorian Bushfires Royal Commission Interim Report

3. NSP Approval Process

Step 1 – Council to identify potential NSPs in collaboration with CFA and other stakeholders as appropriate.
(Note CFA assumed the lead role with this in 2009 only)

Step 2 – Council in collaboration with MFMPC members to conduct preliminary assessment of whether potential NSP is suitable having regard to Council NSP Plan Criteria (**'Council NSPP Criteria'**)

Proposed NSP generally meets Council NSPP Criteria

Proposed NSP on Council land – may proceed to CFA for assessment

Proposed NSP on other land and consent to use land obtained – may proceed to CFA for assessment

Proposed NSP on other land and consent to use land highly likely to be obtained proceed to CFA for assessment

Proposed NSP on other land and consent to use land **cannot be** obtained – *NSP will not be designated*

Proposed NSP does not meet Council NSPP Criteria. *NSP not suitable*

Step 3 – CFA to assess and certify potential NSP locations having regard to CFA Assessment Guidelines

Proposed NSP meets CFA Assessment Guidelines – Proposed NSP is certified by CFA

Proposed NSP does not meet CFA Assessment Guidelines and is not certified by CFA – CFA to report to Council. *Proposed NSP location must not be designated*.

Step 4 – NSP Site Assessment Report Developed having close regard to Council NSPP Criteria. Report sent to Council recommending OR not recommending formal designation of NSP by Council

Proposed NSP does not meet Council NSPP Criteria. *NSP not suitable* for designation

Step 5 – Establish NSP

Step 6 – Annual review of NSP by Council and CFA

NSP passes CFA and Council review – Retains designation as NSP

NSP does not pass Council / CFA review and will lose designation as NSP

NB This process is effective from 1 January 2010. Site Assessments prior to this date utilised a previous version, where CFA was the lead agency in Step 1.

4. Compliance Standards

The assessment of the site was done in line with the:

- Colac Otway Shire Neighbourhood Safer Places Plan (NSPP)
- Colac Otway Shire NSPP Criteria Auditing Tool
- Bushfire Neighbourhood Safer Places CFA Assessment Guideline June 2012

5. Assessment Approach

Seven stages of assessment were made on this site.

1. Council led a process of identification of the site in collaboration with the Municipal Fire Management Planning Committee (MFMPC).

2. The Council conducted an onsite assessment in-line with the criteria in the Colac Otway Shire NSPP Criteria. This assessment was conducted with the assistance of the MFMPC. In attendance were representatives from Council and CFA.

3. CFA conducted an assessment of the potential NSP site against the Bushfire Neighbourhood Safer Places CFA Assessment Guideline; this was done by appropriately qualified and experienced CFA and Shire personnel.

4. Concerns regarding the site being designated as a NSP were also sought from Victoria Police, CFA, respective interested and associated parties, through the MFMPC.

5. The MFMPC were briefed and information sought on the site being designated as a NSP.

6. Site Identification

Identification of potential NSP site

The potential NSP site was identified by Council in collaboration with the MFMPC in line with the process outlined in Councils NSPP.

This process identified the Front Yard and Cressy Community Hall situated on Colac Road within the township of Cressy as shown in the locality snapshot, Figure 1 below. The potential NSP sites are within the area marked by the orange lines.

Figure1. Locality snapshot of Cressy showing proposed potential NSP Sites.

Locality description

Cressy is a small country town situated North of Colac in western Plains in south-western Victoria; it is located approximately 160km southwest of Melbourne.

The town has a long association with agriculture, farming continues strongly to this day. Cressy has a population of approximately 50 people in the town with an extend population in the surrounding farms.

The town is situated on a main access road from Colac to Ballarat.

Additional community facilities include:

· Lawn Bowling Club
· Public Toilets
· CFA

The township supports the following community groups:

· Community Hall Committee of Management and Community Group

NSP Specific Site description

The Cressy Community Hall   is situated on the Ballarat Road within the township of Cressy
The Cressy Community Hall is a council property.

The proposed Cressy Community Hall duel NSP encompasses an area of approximately 2000 sq/m metres and abuts the Yarima Road on Figure 2 below.
The site is proposed to have both an enclosed NSP and an open air NSP, which would support the use of the enclosed NSP and provide an area to move into should the enclosed NSP become untenable.

Figure2. Cressy Community Hall map showing proposed potential NSP Sites.

Findings & Discussion

CFA Assessment

CFA has developed guidelines to assess the suitability of potential sites as NSPs.

The key criteria considered by the CFA under the current CFA NSP assessment for this site were for an open space and therefore the site needed to meet one of the following criteria;

- The appropriate separation distance between the outer edge of the potential NSP and the nearest fire hazard ('Buffer Zone') should be at least 310 metres; or
- An alternative Buffer Zone distance may be prescribed by the CFA, which will ensure that the maximum potential radiant heat impacting on the site is no more that $2kw/m^2$.

The CFA informed the Council on the Friday, 18 January 2017 for the built structure and the open space in writing (Appendix A) that the Cressy Community Hall, was compliant with some prescriptions with the CFA assessment guideline and prescribed an area that the maximum potential radiant heat impacting on the site would be no more than $2kw/m^2$. The prescription identified in the CFA documentation specified 1 area of adjacent paddock to the east be maintained in a minimal fuel condition. The MFPO will manage the maintenance required to meet the standard.

Survey of Concerns

The Council sought input from relevant agencies and personnel on the suitability of this site as a NSP.

We asked specifically for opinion in relation to:

- The suitability of access and entry to the location.
- The suitability of using the site for the congregation of people during an emergency.
- Any other reason for which the site may not be suitable as a NSP.

The request was made of the following agencies; CFA, Council DELWP, for the initial review, and CFA and council for the review of the new site.

Site Assessment against NSP Plan Criteria

Representatives from Council, CFA and council discussed the sites potential to be used as a NSP.

The NSPP Criteria Auditing Tool was used to assist in the discussion and ultimate assessment, Appendix C contains a copy of the auditing tool.

The following summary was concluded:

Consents and Rights of Access

The potential NSP site Cressy Community Hall, is owned and managed by council, as such no consents or right of access is necessary for this site. A formal arrangement has been made with the Cressy Community Hall Committee of Management, for the potential use of the hall as NSP-BPLR.

Access and Egress

In considering whether access and egress routes are adequate, consideration was given to the following issues:

- Whether there is sufficient access to the potential NSP which will allow for
    - anticipated potential numbers of people to move to and from the place
    - the CFA and other emergency services to attend the place for asset and personal protection activities
- The condition of the road surface
- The proximity of the NSP to major roadways and population centres
- The type and amount of vegetation along any access routes, and whether that vegetation could be affected by fire and pose a risk of harm to those seeking access to the potential NSP, or otherwise block access to the NSP
- Whether appropriate vegetation management activities can be undertaken and maintained through works that are both possible and practicable having regard to the resources of the site owner. One issue that may increase into the future is the vegetation along the lake. It will be necessary to monitor this and maintain as needed and as guided by the CFA each year
- The capacity of access routes to accommodate potentially large numbers of vehicles, and to accommodate potential breakdowns
- Parking at the place, taking into account that a separate area or adequate space may need to be available to ensure pedestrians can move away from the areas where vehicles may enter or park
- Any hazards that may exist for persons accessing the place by foot
- Any relevant matter contained in Councils Road Management Plan prepared pursuant to the Road Management Act 2004 (Vic)

It was the consensus that existing access and egress routes were sufficient to allow anticipated potential numbers of people to move to and from the site and for CFA and other emergency services to attend the site for asset and personal protection activities. Roads within the immediate area are sealed and unsealed dual access maintained to a good standard and would not pose an unacceptable risk of harm to those seeking access to the potential NSP from within the township.

It was also agreed that existing parking adjacent to the site and in nearby streets was adequate. Pedestrian safety from vehicles within the NSP is considered safe due to a clear delineation between the site and the area available for the use by vehicles.

Opening of the NSP

As part of the NSP is a building, arrangements will be made with the local CFA and hall committee of management to have the building open on high fire danger days.

Defendable Space

The site is deemed to have sufficient defendable space by the CFA with some modification to the surrounding grassland. The grassland sections would need to be managed to the standards outlined by the CFA in the radiant heat assessment.

Defendability of Buildings

The building is made of brick and is clear of major vegetation which may contribute to significant radiant heat. Some minor improvements will be made to the building to improve survivability. These include:

- Placing mesh smaller than 3mm over the subfloor and roof air vents.
- Painting fire resistant paint on wooden elements that are lower than 400mm from the ground.
- Door seals
- Fire proof silcone on the ridge cap to the roof sheets for ember protection
- Ember mesh less than 3mm over opening windows
- Vegetation management in the garden around the building, including raising all shrubs up off the ground to allow grass cutting and limiting the ability for small ground fire to involve the garden.
- Fire Hose Real outside the building near the front door would improve site safety (but not essential to NSP-BPLR establishment).
- The neighbour would also be approached by the MFPO to undertake some further management of fuel in the area closest to the NSP building.
- The roof appears to be fully sarked on inspection, and it has mesh over gutters further improving ember protection.

It is believed that the improvements will bring the building up to the current standard of BAL 12.5 as described in AS 3959. Should hall be ignited by the fire, there is the fall back of an assessed area in the grounds to the front of the Hall which forms part of this assessment, and is a fallback strategy, where people could move too.

Signage

There is sufficient space to erect general NSP signage. A signage location map is provided in Appendix C. Contact with the infrastructure section within shire would be necessary before putting up any signage.

Establishment Cost

There will be a moderate establishment cost to bring the building and grounds up to a standard commensurable to the risk. Approximately $5000

Maintenance and Maintainability

Some costs would be incurred by Council in establishing and maintaining the site. The Council through existing maintenance will meet the site requirements, this will need to be monitored by the MFPO. The property to the south and east has a larger section of grass and will need to maintained to the standards prescribe by the CFA assessment report. This will be monitored by the MFPO.

Disabled Access

Suitable parking is currently available adjacent to the site.

Separation and Demarcation of Area

The potential NSP site has clear boundaries, with a clear boundary of the site present.

Other Conflicting Uses

There are no known current uses of the site that would conflict with the site being used as a NSP during an emergency.

Communication with the Community

The group agreed that it would be possible though a range of media to communicate the location of the NSP to the community and that this communication should include the risks that relate to the use of the NSP and the risks associated with travelling to the NSP in the event of a bushfire.

XXXXX – CRESSY PUBLIC HALL – CRESSY – Vegetation Plan - Nov 2015

NOTE ALL OF THE FUEL LOAD READINGS ARE A GUESSESTIMATE AT THIS TIME

The panel in yellow in the West is a sample calculation which shows 1.54 k/M² which is well under the 10 k/M² required for a building

240 mts

240 metres

132 mts to Grassland .2@80%=2.1 t.ha

159 mts to Grassland .2@60%=1.8 t.ha

103 mts to Grassland .2@70%= 2.0 t.ha

Cressy Public Hall

240 mts

240 mts

58 mts to Grassland .4@60%= 3.5 t.ha 1.54 k/M2

156 mts to Grassland .3@70%= 2.5 t.ha

Cressy

5 LYONS St

158 mts to Grassland .2@70%= 2.0 t.ha

155 mts to Grassland .3@60%= 2.2 t.ha

240 mts

7. Recommendations

As per the Emergency Service Legislation Bill 2009, municipal councils must identify and designate places as neighbourhood safer places within their municipal district. In regards to this designation the Council must only designate sites that have passed the CFA Assessment Guideline and may have regard to its Municipal Neighbourhood Safer Places Plan.

Having successfully passed all current NSP criteria established by the State Government , CFA, MAV and the Colac Otway Shire, it is recommended that:

1. The Colac Otway Shire endorse the area as described and detailed within the NSP Site Assessment Report which is located in the Cressy Community Hall and the front Yard as a designated Neighbourhood Safer Place.

On passing the recommendation above it is further recommended:

- The Council provides signage at the NSP site in line with the guidelines published from time to time on the internet site of the Emergency Management Victoria.
- The Council provides to the CFA information on the NSP designation of the site at the Cressy Community Hall
- The MFMPC and the MEMPC include this site within a list of NSPs within their respective plans.
- The Council informs the public of the designation of the site as a NSP and provides information to the public on the purpose and function of the NSP as a place of Last Resort and the fact that there is no guarantee of survival if used during an emergency event.
- The Council asks the CFA to assist in an annual assessment and review of the NSP site by August 31 each year against the NSP Plan and the CFA assessment guidelines.
- The NSP site is maintained to suitable standards and that the Municipal Fire Prevention Officers undertake routine inspections of the NSP site prior to and during the fire danger period.
- That a budget is allocated/maintained to provide the site with signage, maintenance and annual inspections in line with the NSP guidelines, legislation and plans.

Appendix A

CFA Assessment Criteria
Compliant Confirmation

CFA Neighbourhood Safer Places Assessment Summary Report

NSP ID:	1000079572	Municipality:	Colac-Otway Shire
Location:	Cressy Community Hall Hall Building		
Address:	41 Yarima Rd Cressy 3322		

Location Type:	Structure	CFA Region:	SthWest
Assessment Date:	18.01.2017	Assessed By:	Philip O'Keefe
Result:	Compliant		

Assessment Factors		North Aspect	East Aspect	South Aspect	West Aspect
Vegetation Type		No Classified Vegetation Type / BAA N/A	No Classified Vegetation Type / BAA N/A	No Classified Vegetation Type / BAA N/A	AS3959 Grassland / BAA Grassland
Separation Distance to Vegetation (m)	Actual	140+	140+	140+	48
	Prescribed (Grassland areas only)	NA	NA	NA	NA
Vegetation Height (m)		NA	NA	NA	.4
Effective Slope (°)		0	0	0	0
Site Slope (°)		0	0	0	0
Prescribed or Deemed to Satisfy Requirements for distance achieved - (Distance equal to or greater than 140M structure 310M open space)		Y	Y	Y	N
Deemed to Satisfy Requirements for slope achieved - (Effective Slope less than 20 degrees)		Y	Y	Y	Y
Deemed to Satisfy (DtS) Requirements Achieved		Y	Y	Y	N
(If DtS not achieved) Calculated Heat Flux (kW/m2)	Actual	NA	NA	NA	5
(To be no greater than 2kw for open space or 10kw for a building)	Prescribed (Grassland areas only)	NA	NA	NA	NA
Treatments & Prescriptions (For Grassland areas ONLY)					
Overall NSP Criteria Achieved		Y	Y	Y	Y
Result		**Compliant** ☒ Meeting the CFA assessment criteria on the day of assessment. ☐ Meeting the assessment criteria provided that prescriptions of management of grassland over the fire danger period are secured by agreed terms entered into by the landholder. **Non Compliant** ☐ Not meeting the CFA assessment criteria on the day of assessment			

Colac Otway Shire   Page - 17 -

CFA Neighbourhood Safer Places Assessment Summary Report

NSP ID: 1000066933 Municipality: Colac-Otway Shire
Location: Grassed area in front of the hall buildi
Address: 41 Yarima Rd Cressy 3322

Location Type: Open Space CFA Region: SthWest
Assessment Date: 18.01.2017 Assessed By: Philip O'Keefe
Result: Compliant

Assessment Factors		North Aspect	East Aspect	South Aspect	West Aspect
Vegetation Type		AS3959 Grassland / BAA Grassland	AS3959 Grassland / BAA Grassland	AS3959 Grassland / BAA Grassland	AS3959 Grassland / BAA Grassland
Separation Distance to Vegetation (m)	Actual	200	130	120	90
	Prescribed (Grassland areas only)	NA	NA	NA	NA
Vegetation Height (m)		.4	.4	.4	.4
Effective Slope (°)		0	0	0	0
Site Slope (°)		0	0	0	0
Prescribed or Deemed to Satisfy Requirements for distance achieved - (Distance equal to or greater than 140M structure 310M open space)		N	N	N	N
Deemed to Satisfy Requirements for slope achieved - (Effective Slope less than 20 degrees)		Y	Y	Y	Y
Deemed to Satisfy (DtS) Requirements Achieved		N	N	N	N
(If DtS not achieved) Calculated Heat Flux (kW/m2)	Actual	.37KW/M	.87KW/M	1.02KW/	1.37KW/
(To be no greater than 2kw for open space or 10kw for a building)	Prescribed (Grassland areas only)	NA	NA	NA	NA
Treatments & Prescriptions (For Grassland areas ONLY)					
Overall NSP Criteria Achieved		Y	Y	Y	Y
Result		**Compliant** ☒ Meeting the CFA assessment criteria on the day of assessment. ☐ Meeting the assessment criteria provided that prescriptions of management of grassland over the fire danger period are secured by agreed terms entered into by the landholder. **Non Compliant** ☐ Not meeting the CFA assessment criteria on the day of assessment			

Appendix B

Signage Locations Map

Colac Otway Shire

Appendix C

Cressy Community Hall and Front Yard
NSP Criteria Audit Report

Neighbourhood Safer Places Plan Criteria – Auditing Tool

Location: Cressy Hall

Date: 8/7/2015

Date: Time: 2.30pm

NSP PLAN CRITERIA – ASSESSMENT TOOL

Potential NSP:	**Cressy Community Hall and Front Yard**
Address:	**41 Yarima Rd Cressy 3322**
Map Reference:	

ASSESSMENT TEAM MEMBERS

Name	Position	Agency	Phone	Email
Peter Ashton	Fire Project Officer	Colac Otway Shire	0429 591 555	pashton@surfcoast.vic.gov.au
Doug Winkle	Municipal Emergency Management Coordinator	Colac Otway Shire	0408 459 268	Doug.winkle@colacotway.vic.gov.au
Byron Kershaw	Operations Officer	CFA		b.kershaw@cfa.vic.gov.au

OWNERSHIP DETAILS

SITE OWNERSHIP DETAILS	Yes/No	Name	Address	Phone	Email
Site Owner		Colac Otway Shire	41 Yarmia Road		
Private Landholder					
Is the land Leased	No				
Occupier/Tenant Details		Cressy Community Hal Committee of Management	41 Yarmia Road	????	

CONSENTS AND RIGHTS OF ACCESS – DEED OF CONSENT

	Yes / No / Highly likely	Comments
Consent to use site as NSP	Highly likely	
Consent to access the site and surrounding area for maintenance	Highly likely	
Consent to erect signage at site	Highly likely	
Consent to erect signage on Private Land	N/A	

SITE DETAILS

POTENTIAL NSP VEGETATION SEPARATION DISTANCE

Open Space – Greater than 310 metres				Building – Greater than 140 metres			
North	East	South	West	North	East	South	West
Yes	Marginally	Yes	Yes	140 Metres	140 Metres	140 Metres	50 Metres

Comments: Overall this site appears to comply with the required distance from, designated risk vegetation types.

OPENING OF BUILDING

Is it practicable to make the potential NSP available for use on a 24 hour basis during the declared FDP?		Comments: Not practical, Other arrangements made where site security maintained but site available on high fire danger days
Is there potential for damage to the NSP during times that it is open and available for use, but not being used as a NSP?		Comments: Possible, but low likelihood
Is there the possibility that the NSP could be used for unintended purposes, such as a refuge?		Comments: Allowing the building to be an NSP does allow for the site to be used as a place of refuge in a bushfire, this may be preferable to people staying in their own homes that are likely to be at a lower level of survivability in a bushfire.

Estimated potential cost to Council in making the NSP available on a 24 hours basis?		Comments: There is no perceived costs at this stage.
Are these costs reasonable and capable of being borne by Council?		Comments: N/A

DEFENDABILITY		
Is there sufficient open space to enable CFA to conduct asset protection and fire suppression activities?		Comments: Yes
Has Council sought expert advice from CFA to determine whether the building is likely to be subject to extreme ember attack?		Comments: Yes
Can this risk be safely managed?		Comments: On balance yes, open air site as backup, should the building be ignited.

SURROUNDING OPEN SPACE		
Is the surrounding open space free of obstacles (eg. fences, buildings, other)?	NO	Comments: The site does have other elements, these are well spaced and provide options for movement.
Is there adequate parking available at the site?	YES	Comments:
Are there any hazards that may exist for persons accessing the place by foot?	YES	Comments: On balance there are limited hazards from where cars would park or immediate houses, other than general factors such as would be found in a town park, e.g. some uneven ground.

SIGNAGE		
Can appropriate signage be erected at the entry to the potential NSP?	YES	Location: Front yard north and south end Comment:

Can appropriate signage be erected in the vicinity?	YES	Location: Comment:
MAINTENANCE & MAINTAINABILITY		
Is the potential NSP capable of being maintained to ensure continuing compliance with CFAs Assessment Guidelines?	YES	Comments: Will require some works in the adjacent paddock to the north and east and ongoing minor garden maintenance.
Is the potential NSP capable of being maintained to ensure continuing compliance with Council's NSPP Criteria?	YES	Comments: Council's Cosworks staff currently maintain the majority of the area to a high standard.
Would adjoining landowners be required to provide a level of maintenance to their land to achieve compliance?	YES	Comments: The property to the north and east will need to be maintained to 100mm grass length to satisfy the CFA requirements.

DISABLED ACCESS		
Is there clear means of access to the potential NSP for disabled and mobility impaired persons?	YES	Comments: The site has good access however help would most likely be needed for entry into the building
Is there clear vehicle access to drop of people with disabilities?	YES	Comments: Good access
SEPARATION & DEMARCATION OF AREA		
If the potential NSP is located in an open area is it possible to demarcate the boundaries of the potential NSP?	YES	Comments: It has a logical boundary and with photo signage, this could be achieved.
Is it necessary to erect barriers around or within the potential NSP?	NO	Comments:
COMMUNITY COMMUNICATION		
Will it be possible to ensure that there will be good community awareness of the location of the potential NSP?	YES	Comments: It is a very small town with complete networks. The local CFA staff will have good reach into the community to inform residence. This combined with signage.

Will it be possible to ensure that there will be good community awareness of the risks associated with using the potential NSP?	YES	Comments: As above, combined with the designation council will undertake workshop with the Hall committee and open it up to the general community.

ACCESS & EGRESS

Council must assess whether there is sufficient access to the potential NSP which will allow:

- Anticipated potential numbers of people to move to and from the place; and
- CFA and other emergency services to attend the place for asset and personal protection activities and operations.

ACCESS ROADS

Road Name: Yarmia Road		Road Owner: Council	
Surface Condition/Type: sealed road		Type & Amount of Vegetation: Large sections of highly modified vegetation – mown grass & sparse shrubs directly abut the road.	
Estimated Surface Fuel Load: Low		Estimated Elevated Fuel Load: Low	
Estimated Bark Hazard: Low		Estimated Overall Fuel Load: Low	
Capacity of Road to accommodate potential large numbers of vehicles, and to accommodate potential vehicle breakdowns	No	Comments: It would not be expected to have to cater for large numbers of people, making the road suitable.	
Road Name: Colac Ballarat Road		Road Owner: Council (In Town)	
Surface Condition/Type: sealed road		Type & Amount of Vegetation: Highly modified vegetation – mown grass & sparse shrubs directly abut the road.	
Estimated Surface Fuel Load: 0 – 2 tha		Estimated Elevated Fuel Load: Low	
Estimated Bark Hazard: Low		Estimated Overall Fuel Load: Low	
Capacity of Road to accommodate potential large numbers of vehicles, and to accommodate potential vehicle breakdowns	Yes	Comments: It would not be expected to have to cater for large numbers of people, making the road suitable.	

![Colac Otway Shire logo]

ORDINARY COUNCIL MEETING
BLUEWATER LEISURE CENTRE - COMMUNITY JOINT USE AGREEMENT
OM172211-6

LOCATION / ADDRESS	118 Hearn Street Colac	**GENERAL MANAGER**	Tony McGann
OFFICER	Ian Seuren	**DEPARTMENT**	Infrastructure & Leisure Services
TRIM FILE	F17/9255	**CONFIDENTIAL**	No
ATTACHMENTS	Nil		
PURPOSE	To consider the Community Joint Use Agreement for the Bluewater Leisure Centre.		

1. LOCATION PLAN / AERIAL PHOTO

2. EXECUTIVE SUMMARY

The Draft Bluewater Community Joint Use Agreement between Council, the Department of Education and Training and the Colac Secondary College was presented to Council's August 2017 for consideration. Council resolved to request that the Department of Education and Training and the Colac Secondary College provide consent for the agreement to be made public.

The Department of Education and Training has provided a response to Council stating that they do not agree to the public release of such agreements in their entirety, and they are keen to maintain consistency with this approach. The Department of Education and Training would be willing to disclose the substance of the clauses within the Community Joint Use Agreement relating to use, maintenance and ongoing obligations (eg: operational clauses) through a summary document.

3. RECOMMENDATION

That Council:

1. *Endorses the Bluewater Community Joint Use Agreement between Council, the Department of Education and Training and the Colac Secondary College for the term of 30 years.*

2. *Agrees to make the key operational clauses within the Community Joint Use Agreement relating to community use of the facility available to the public, as approved by the Department of Education and Training.*

3. *Authorises the Chief Executive Officer to perform all functions and exercise all powers of the Principal within the terms of the Agreement.*

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The Bluewater Leisure Centre is located on Department of Education and Training (DET) land and currently managed and operated exclusively by Council through two separate agreements with DET. The redevelopment of Bluewater provided an opportunity to renew the agreement for use of the facility in order to encompass the redeveloped facilities, streamline into one agreement and clarify any ambiguous clauses of the current agreements.

The proposed new Community Joint Use Agreement (CJUA) mirrors the existing agreements and clearly outlines the proposed use of the facility by Council and the Colac Secondary College. The Draft CJUA was considered by Council at its August 2017 Ordinary meeting where it was resolved:

That Council:

1. *Endorses the Bluewater Leisure Centre Joint Use Agreement between Council, the Department of Education and Training and the Colac Secondary College for the term of 30 years subject to:*

    a. *The Department of Education and Training and the Colac Secondary College's providing consent to make the agreement available to the public.*

    b. *Amending the cost of the project in the Schedule to $13.6m.*

2. *In accordance with Clause 16 of the agreement, writes to the Department of Education and Training and the Colac Secondary College requesting consent to make the agreement available to the public.*

3. *Subject to point 1, authorises the Chief Executive Officer to place under the Common Seal of Council the Bluewater Leisure Centre Joint Use Agreement.*

4. *Subject to point 1, authorises the Chief Executive Officer to perform all functions and exercise all powers of the Principal within the terms of the Agreement.*

Correspondence was sent to DET and the Colac Secondary College informing them of Council's resolution and requesting consent to make the CJUA available to the public following execution.

KEY INFORMATION

The Colac Secondary College considered Council's request at a recent School Council meeting and confirmed that it had no concerns with making the full CJUA available to the public.

DET also considered Council's request and confirmed that as a general rule, DET do not agree to the public release of such agreements in their entirety, and they are keen to maintain consistency with this approach.

DET would be willing to disclose the substance of the clauses within the CJUA relating to operational matters including use, maintenance and sharing of ongoing obligations (eg: operational clauses) through a summary document. These are Sections I, J and K of the CJUA and Items C, D and E of the Schedule. These are the clauses that DET are frequently requested to agree to disclose as they are relevant to the community use of the facility. DET doesn't see any particular need to disclose the core clauses, which are the standard terms, and will not provide consent for the release of such clauses.

DET have provided formal correspondence to Council confirming their position.

Options

There are two options available to Council:

1. *Agree to execute the CJUA and make the key terms relating to community use of the facility available to the public.*

This is the recommended option.   This would ensure that the agreement is executed in a timely manner and provides the community with the key details of the agreement in relation to community use, access and costs.

2. *Not support the execution of the CJUA until the DET agree to make the full agreement available to the public.*

This is not recommended. It is understood that DET are not willing to change their position on making the full agreement available to the public. By not accepting DET's advice, it may impact on the future of the relationship between Council and DET and in turn the future community use of the facility.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

There has been significant consultation with both DET and the College in the preparation of the CJUA. Both the DET and the College are supportive of the agreement. The agreement provides for the same community access to the facility however the negotiated outcome allows greater community use of the stadium, particularly during school hours.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The proposed CJUA aligns to the State Government's 'Schools as Community Facilities' policy.

The partnership with DET and the College aligns to the Council Plan 2017-2021 through the following Goals and Actions:

Theme 3: Our Community
Goal: Provision of resources to support physical activity by the community.
* Deliver programs through the Bluewater Centre that promote physical activity in the Shire.
* Encourage more people to participate and be inclusive of others.
* Consider health of the community when formulating policy for Council's Property Strategy.

Theme 4: Our Leadership and Management
Goal: Effectively manage financial resources.
* Identify new income opportunities.

ENVIRONMENTAL IMPLICATIONS

Bluewater is a heavy consumer of water, electricity and gas which results in environmental impacts. The draft CJUA allows Council to continue to implement environmentally sustainable design initiatives which seek to provide environmental efficiencies.

SOCIAL & CULTURAL IMPLICATIONS

The Bluewater Leisure Centres provides an important service to our community, catering for health and wellness activities for people of all age groups.

The services provided through Bluewater allow our community to achieve health and wellness outcomes, improving overall quality of life. In addition, Bluewater provides social interaction of a wide range of demographics from infants through to the aged.

ECONOMIC IMPLICATIONS

The Bluewater Leisure Centre provides significant economic benefits for the region. Specifically the Bluewater business unit employs the equivalent of approximately 15 EFT (inclusive of full-time, permanent part-time and casual staff). Staff ages vary due to the variety of work and flexible hours on offer. Specifically for young people, Bluewater can provide a stepping stone into further employment.

Regional leisure centres such as Bluewater also play an integral role in population attraction and retention in regional areas. Lifestyle infrastructure such as recreation, education, health and cultural facilities directly influence where

people choose to live. Metropolitan residents who may consider the move to a regional city have become accustomed to high quality lifestyle infrastructure so it is important that regional cities offer these lifestyle benefits and choices.

Furthermore, events held at the facility such as the Colac Basketball Association's Junior Tournament, provide significant economic benefits through the attraction of players, officials and families.

LEGAL & RISK IMPLICATIONS

The draft CJUA is a standard legal agreement used by the DET. The draft CJUA has been reviewed by Council's Strategic Property Unit and Council's insurer. The agreement requires Council to maintain public liability insurance policy to cover Council and its employees.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Council is solely responsible for the management of the facility and the ongoing operational costs associated with operating the Centre. The agreement sets out costs associated with use of the Centre by the College. The College will be required to reimburse Council for costs associated with use of the Stadium, specifically cleaning and electricity use.

The cleaning costs are based on the estimated costs to clean the stadium from Council's current cleaning contractor. It is proposed that the College pay the cleaning costs associated with their use of the stadium.

The cleaning and utility contribution payable by the College is proposed to be capped at $25,000 per calendar year, however adjusted annually by the latest published current CPI. Prior to the closure of Bluewater to undertake the redevelopment project, the College contributed $13,600 for use of the stadium based on the requirements of the current agreement.

The final amount payable is still to be finalised once the scope of the cleaning is defined and confirmed. Due to the uncertainty of energy consumption and ongoing cleaning requirements/costs, the total contribution will be reviewed after two years.

In addition to the above costs, the College will be responsible for any damage caused by their use of the facility. The College must also reimburse Council 50% of the costs incurred in respect of the maintenance and repair for the stadium and associated amenities.

The use of Bluewater by the College, and costs associated with the use, reflects the following key points:
- DET's ownership of the land.
- DET do not charge Council rent to use the land.
- DET's original contribution to the development of the 'Recreation Centre' and financial contribution to the upgrade of the stadium through the recent Bluewater Redevelopment.
- The ongoing partnership between Council and the College in the development of the 'Beechy Precinct'.

7. IMPLEMENTATION STRATEGY

DETAILS

The CJUA is required to be executed by Council, the CSC and DET. The CSC has already signed the agreement is now waiting for Council to execute before returning to DET for finalisation.

COMMUNICATION

Council officers will communicate Council's decision to CSC and DET in writing.

TIMELINE

Council's decision will be communicated to CSC and DET immediately and the CJUA will be executed as soon as is practical.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

ORDINARY COUNCIL MEETING
PLANNING SCHEME AMENDMENT C96 - ANOMALIES AMENDMENT
OM172211-7

LOCATION / ADDRESS	Various site across Colac Otway Shire	**GENERAL MANAGER**	Gareth Smith
OFFICER	Sean O'Keeffe	**DEPARTMENT**	Development & Community Services
TRIM FILE	F17/4924	**CONFIDENTIAL**	No
ATTACHMENTS	1. Amendment C96 - Maps 2. Amendment C96 - Instructions, Notice of Prep, Clause 61.03, Explanatory Document		
PURPOSE	To inform Council of the public exhibition results and seek endorsement to submit the adopted Amendment, together with the prescribed information, to the Minister for Planning for approval.		

1. LOCATION PLAN / AERIAL PHOTO

2. EXECUTIVE SUMMARY

The Colac Otway Planning Scheme (the Scheme) guides land use and development within Colac Otway Shire (the Shire). Council, as the Planning Authority, is responsible for the ongoing upkeep of its Planning Scheme to ensure it is up to date, accurate, and meets the relevant provisions of the *Planning and Environment Act 1987* and changing community needs.

This amendment seeks to correct a number of identified anomalies within the Planning Scheme maps, and was exhibited for two weeks in October 2017. Letters were sent to owners and occupiers of the affected land parcels and all abutting land owners and occupiers. One submission was received during the exhibition period. This submission involved correcting a street address referred to in Council correspondence and the Amendment documentation.

Given no submission was received that required a change to the zoning maps themselves it is recommended that the amendment be adopted and forwarded to the Minister for Planning for approval.

3. RECOMMENDATION

That Council:

1. *Pursuant to section 29 of the Planning and Environment Act 1987, adopt Amendment C96 with minor changes.*

2. *Pursuant to section 31 of the Planning and Environment Act 1987, submit the adopted Amendment, together with the prescribed information, to the Minister for Planning for approval.*

4. BACKGROUND / KEY INFORMATION

BACKGROUND

An important part of Council's role in maintaining the Colac Otway Planning Scheme is to correct errors and anomalies. This ensures the Planning Scheme continues to be relevant, up-to-date and the provisions and maps in the Scheme are correct.

Council has received a number of requests to correct anomalies in the Planning Scheme. Landowners often notice the anomalies when they either seeking to develop or sell their land and find the anomaly in the Scheme limits them doing so. Landowners could apply to Council to correct the anomaly on their land through individual amendments or wait for a periodic anomaly amendment to be undertaken by Council. This amendment combines 15 anomalies identified within zones and overlays maps in the Planning Scheme.

Other anomalies or errors within the ordinance of the Planning Scheme, such as discrepancies between requirements, duplications, outdated information and reference documents and typological errors are to be corrected during the four year review of the Planning Scheme which is a separate project. A Cutting Red Tape amendment to implement that review will streamline the planning scheme requirements by eliminating unnecessary permit triggers that do not add value through the process, and streamline the referrals processes when a planning permit is required. In addition, it will also update the Municipal Strategic Statement (MSS), and local policies within the Planning Scheme to reflect the changing community needs, policy directions form adopted strategies and will maintain consistency with the relevant State planning policies at local level.

The most recent anomalies amendment to the Colac Otway Planning Scheme was completed in February 2012.

Section 20(2) of the Act enables "Fast tracked with limited notice amendments," which allows for the Minister to give complete or partial exemptions from notice requirements for amendments that do not require a full public exhibition process. Amendment C96, correcting 15 anomalies in zones and overlays, can be considered for this exemption as it will not cause detrimental impacts to any person and/or adjoining uses of the parcels of land affected by the amendment.

Given the minor nature of the proposed changes and their positive impact, the amendment has been processed using the provisions of section 20(2) of the Act. As detailed later in the report additional notification of adjoining land owners to the various sites has been undertaken following resolution at the Council meeting held on 27 September 2017.

KEY INFORMATION

Table 1 below shows the parcels of land impacted by the proposed Amendment C96, corrections required and justification.

Table 1

Address	Proposed Changes	Reasons for changes
Part 465 Skenes Creek Road, Skenes Creek	Rezone land from Road Zone Category 1 (RDZ1) to Rural Conservation Zone (RCZ)	The land owner requested this rezoning. The land is partly included in the RDZ1 zone. RDZ1 applies to VicRoads managed land. This amendment seeks to rezone the privately-owned land to RCZ (the balance of the lot) so that the zoning of the entire land is consistent, and reflects other privately owned properties in the locality.
6 Bath St, Colac	Rezone land from Public Use Zone Schedule 6 (PUZ6 – for Local Government use) to Public Use Zone Schedule 3 (PUZ3 – for Health and Community use)	The Department of Health and Human Services owns the land. The current zoning allows for Council land uses. This amendment will reflect the current owner and its land use. It will allow health and community related land uses and development on the land.
LOT RES1 PS705228 (corner Scanlan Drive and Wyuna Drive)	Rezone land from General Residential Zone Schedule 1 (GRZ1) to Public Park and Recreation Zone (PPRZ)	The land forms part of a recently subdivided housing estate in Elliminyt. The land has been vested in Council to be used as parkland to service the needs of the new community. The proposed zone reflects the future planned use of the land.
79 – 81 Grant Street Forrest (5E P081777, 8E P081778, 9E P081779 and 10E P081780)	Rezone land from Rural Living Zone (RLZ) and Farming Zone (FZ) to Public Conservation and Resource Zone (PCRZ)	The Department of Environment, Land, Water and Planning, the manager of the land, requested this rezoning. The land is part of the Otway Forest Park, and is public (Crown) land. The land is currently included in zones associated with private land. The rezoning will ensure its zoning is consistent with the balance of the Otway Forest Park and reflects its current and future public use.
360 Corangamite Lake Road, Cororooke	Rezone land from Farming Zone (FZ) to Rural Living Zone (RLZ)	The land is occupied by a dwelling and falls within two zones. A small section of the land is zoned FZ. Rezoning this section to the RLZ will allow the entire lot to be included in a single zone that reflects the current use of the land.
Part Nos. 270 and 340 Dewings Bridge Road, Gerangamete and 390 Dewings Bridge Road, Gerangamete	Delete Public Acquisition Overlay (PAO)	Barwon Water requested this amendment. The works on the land form a key part of the Colac Water Supply Upgrade project. An acquisition overlay was placed over the land to facilitate its purchase and redevelopment. The land has been acquired by Barwon Water and is being redeveloped for water infrastructure purposes. The PAO is therefore redundant and should be removed.

Address	Proposed Changes	Reasons for changes
Part 15-19 Strachan Street, Birregurra	Rezone land from Township Zone (TZ) to Public Park and Recreation Zone (PPRZ)	The Crown land forms part of the Birregurra Recreation Reserve. The land, which is to the rear of residential dwellings, is currently included in the Township Zone but is used for recreational purposes and managed by Council. The rezoning will ensure the zoning of the land is consistent with its ownership, current use and the broader zoning of the Reserve.
2A Alexander Street, Colac	Rezone land from General Residential Zone Schedule 1 (GRZ1) to Public Use Zone Schedule 1 (PUZ1)	Barwon Water, which acquired the land for a sewerage pumping station, requested this rezoning. The small section of land was excised off an existing residential lot. The proposed zoning acknowledges the existing public ownership and public utility land use.
162 Lineens Road, Corunnun (Lot 1 TP192207 and Lot 1 LP77507)	Rezone land from Public Use Zone Schedule 6 (PUZ6) to Farming Zone (FZ)	The land was previously owned by Council and used as a quarry. The land was sold in 2002. The current zoning reflects the former use and ownership of the land. The land is now privately owned. The surrounding zone is Farming Zone. The zoning should revert to the underlying Farming Zone, reflecting both the current use of the land and the rural character of the locality.
1535, 1571, 1575, 1577, 1579, Birregurra Forrest Road, Barwon Downs	• Rezone part 1535 Birregurra-Forrest Road, Barwon Downs from Township Zone (TZ) to Farming Zone (FZ) • Rezone part 1571 Birregurra-Forrest Road, Barwon Downs from Public Use Zone 7 (Schedule 7) to Township Zone (TZ) • Rezone part 1575 Birregurra-Forrest Road, Barwon Downs from Township Zone (TZ) and Farming Zone (FZ) to Public Use Zone 7 (Schedule 7) • Rezone part 1577 and 1579 Birregurra-Forrest Road, Barwon Downs from Farming Zone (FZ) to Township Zone	The owner at 1571 Birregurra-Forrest Road, Barwon Downs requested their land be rezoned. On investigation, it was revealed that the zoning along this section of Birregurra Forrest Road does not reflect the current title boundaries and all lots have at least two separate zones. These zones do not reflect the existing land uses and title boundaries. The rezoning of land will ensure that the zones reflect both the title boundaries and the current land uses along the road.
130 Old Ocean Road, Glenaire	Rezone land from Public Conservation and Resource Zone (PCRZ) to Rural Conservation Zone (RCZ)	The land owner requested this rezoning. The land is included in a public land zone. The land is privately owned and occupied by a single dwelling. The zone should reflect the current land use and private ownership. All surrounding private land is included in the Rural Conservation Zone.
13 Lang Street, Beeac	Rezone land from Farming Zone (FZ) to Public Use Zone Schedule 1 (PUZ1)	The land is currently owned and occupied by the CFA. The partial Farming Zone does not reflect the title boundaries or the current land use. This rezoning will ensure that the zone is consistent with the title boundary and ownership.

Address	Proposed Changes	Reasons for changes
195 McCalls Road, Yeodene	Rezone land from Farming Zone (FZ) to Public Conservation and Resource Zone (PCRZ)	The land owner requested this rezoning. The land is part of the Otway Forest Park, and is public (Crown) land. The land is currently zoned FZ. The proposed correction will ensure the zoning of the land is consistent with the balance of the Otway Forest Park.
10 McDonnells Road, Birregurra	Remove HO95	The Department of Environment, Land, Water and Planning requested this rezoning. HO95 covers 10 McDonnells Road, Birregurra. This land has no heritage significance. The land in the heritage citation and ordinance section of the Colac Otway Planning Scheme refers to this land as 'Bleak House'. Bleak House is located nearby at 4970 Princes Highway, Birregurra. The current heritage overlay mapping is incorrect, as it applies to the wrong land. This amendment will remove the incorrect overlay from the land. Further work, including consultation with the land owner of Bleak House, will define the correct boundary of the HO95. This will be undertaken as part of an additional planning scheme amendment process.
25 Weston Street, Beeac	Rezone land from Public Use Zone Schedule 6 (PU6Z) to Township Zone (TZ)	The privately owned residential lot is partially covered by the PUZ6. PUZ6 is applied to Council owned land used for municipal purposes, and has been applied to the abutting Council works depot. This zone appears to have been inadvertently extended into the adjacent private residential land at 25 Weston Street. This rezoning will ensure that the entire lot is located in the Township Zone.

Amendment C96 was publicly exhibited from 16 October 2017 to 31 October 2017. The period of time was based on no impact from the proposed amendments and all affected landowners were notified in writing. Further, Council accepts submissions until a Council decision is made. Letters were sent to all land owners and occupiers of land included in the Amendment, as well as abutting land owners and occupiers. One submission was received during the exhibition period. This submission raised no objections to the Amendment but wished to correct an error in the street address for parkland in Elliminyt. The Amendment refers to land in Boronia Way. The correct location should be the corner of Scanlan Drive and Wyuna Drive. The street address has been updated in this report and amendment documents.

Given no amendments were requested to the zoning maps themselves, the amendment can be adopted and forwarded to the Planning Minister for approval.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

It is noted a number of landowners affected by this amendment have requested that Council correct the zoning or overlay anomaly of their land.

Section 20 (2) of the Act has been used to guide the community consultation process. In addition to notifying all affected land owners and occupiers, all abutting land owners and occupiers were also notified.

Prescribed Ministers were formally notified in accordance with the Act.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Amendment C96 directly relates to Council policy through the 'Cutting the Red Tape' initiatives.

The proposed amendment will allow errors and anomalies within the planning scheme to be corrected. This will facilitate any future redevelopment of the affected sites without having to negotiate the current zoning irregularities, which may limit or prevent the future development and use of the land.

ENVIRONMENTAL IMPLICATIONS

It is considered that there are no environmental implications associated with this amendment.

SOCIAL AND CULTURAL IMPLICATIONS

It is considered that there are no social and cultural implications associated with this amendment.

ECONOMIC IMPLICATIONS

It is considered that there are no negative economic implications associated with this amendment. By correcting the anomalies in the zones and overlays, landowners will be able to use their land to its full capacity.

LEGAL AND RISK IMPLICATIONS

It is considered that there are no legal and risk implications associated with this amendment. It is noted that Council as the Planning Authority has an obligation under *the Act* to ensure its planning scheme is up to date and accurate as intended.

It is also noted that several parcels of public land are included in this amendment.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Amendment costs are within the 2017/18 budget for strategic planning.

7. IMPLEMENTATION STRATEGY

DETAILS

The Amendment will be implemented under relevant provisions of the *Planning and Environment Act 1987.*

COMMUNICATION

Affected landowners and occupiers will be notified of the approval of the Amendment. The approved Amendment will also be noted in the Government Gazette.

TIMELINE

The following is a proposed timeline:

- November 2017 – Council reconsiders the Amendment and forwards it to the Minister for approval.
- December 2017 – Minister approves Amendment C96.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Map 21

Map 28

SKENES CREEK RD

Skenes Creek

OLD COACH ROAD

HICKEYS CUTTING

UNNAMED

0   100
metres

RCZ

LEGEND

RCZ   RURAL CONSERVATION ZONE

Part of Planning Scheme Maps 21 & 28

AMENDMENT C96

| Planning Mapping Services |
| Planning Information Services |
| Planning |

VICTORIA
State
Government

Environment,
Land, Water
and Planning

001

0   50

metres

BATH STREET

PUZ3

QUEEN STREET

WILSON STREET
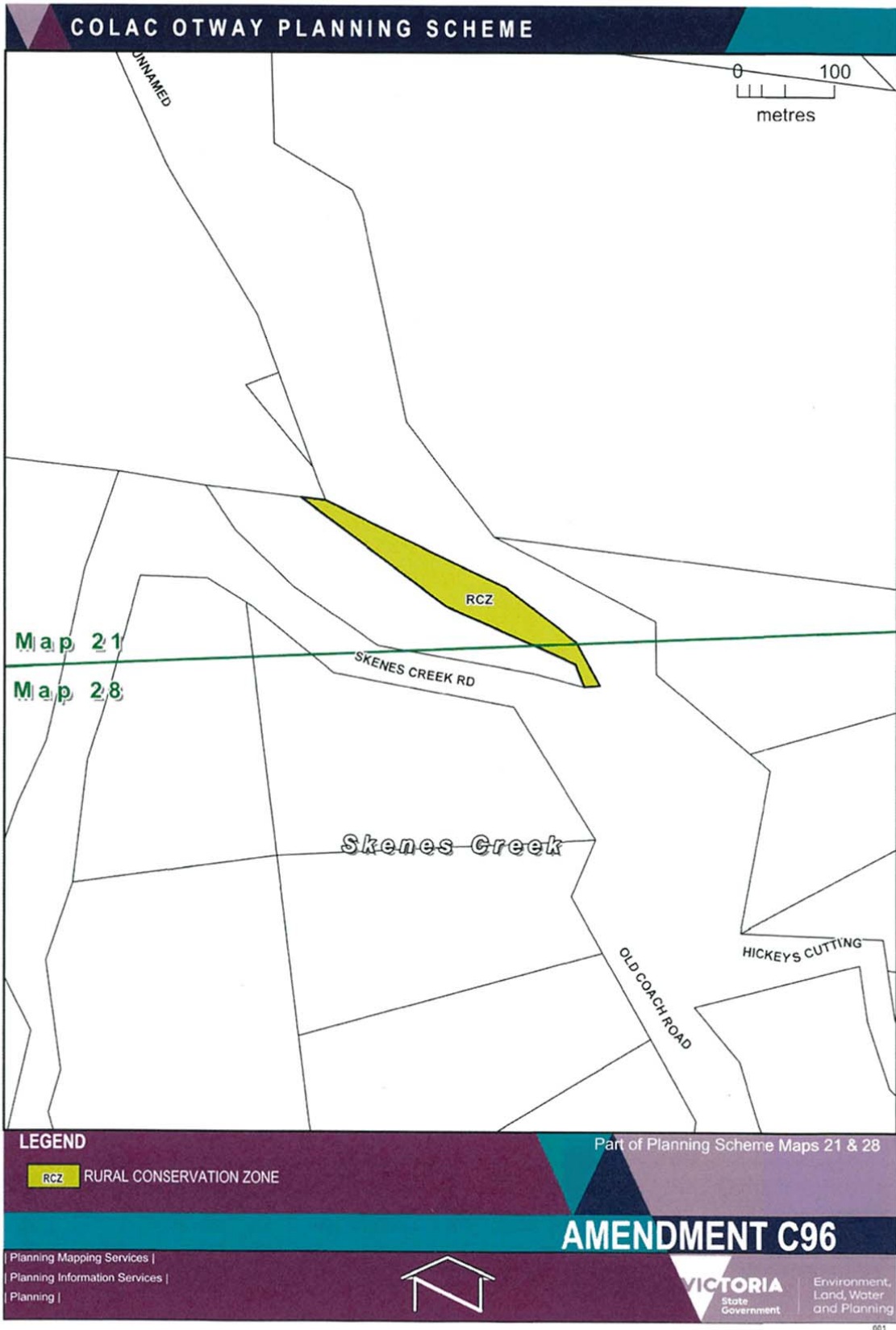
LEGEND

PUZ3   PUBLIC USE ZONE - HEALTH AND COMMUNITY

AMENDMENT C96

| Planning Mapping Services |
| Planning Information Services |
| Planning |

VICTORIA
State
Government

Environment,
Land, Water
and Planning

009

COLAC OTWAY PLANNING SCHEME

SCANLAN DRIVE

WARATAH WAY

FULFORD CRESCENT

PPRZ

BORONIA WAY

WYUNA DRIVE

Elliminyt

0   50
metres

LEGEND

PPRZ PUBLIC PARK AND RECREATION ZONE

Part of Planning Scheme Map 16

AMENDMENT C96

| Planning Mapping Services |
| Planning Information Services |
| Planning |

VICTORIA
State
Government

Environment,
Land, Water
and Planning

010

0   100

metres

GRANT ST

SANDERSON LANE

STATION STREET

UNNAMED

FRIZON STREET

RIVENDELL LANE

ROLLERCOASTER TRAIL

GRANT STREET

PCRZ

TITCHS TRACK

Forrest

LEGEND

Part of Planning Scheme Map 17

PCRZ   PUBLIC CONSERVATION AND RESOURCE ZONE

AMENDMENT C96

| Planning Mapping Services |
| Planning Information Services |
| Planning |

VICTORIA
State
Government

Environment,
Land, Water
and Planning

011

COLAC OTWAY PLANNING SCHEME

0 — 200
metres

Gerangamete

DEWINGS BRIDGE ROAD

D-PAO

D-PAO

D-PAO

DEWINGS BRIDGE ROAD

DEWINGS BRIDGE ROAD

LEGEND

D-PAO   AREA TO BE DELETED FROM A PUBLIC ACQUISITION OVERLAY

Part of Planning Scheme Map 16PAO

AMENDMENT C96

| Planning Mapping Services |
| Planning Information Services |
| Planning |

VICTORIA
State
Government

Environment,
Land, Water
and Planning

0   50

metres

SCOULLER STREET

Atkin Creek

ANDERSON STREET

PPRZ

STRACHAN STREET

Birregurra

BARRY STREET

TOWNSEND ROAD

LEGEND

PPRZ   PUBLIC PARK AND RECREATION ZONE

Part of Planning Scheme Map 13

AMENDMENT C96

| Planning Mapping Services |
| Planning Information Services |
| Planning |

VICTORIA
State
Government

Environment,
Land, Water
and Planning

008

COLAC OTWAY PLANNING SCHEME

0   50
metres

BALNAGOWAN AVENUE

Colac

STODART STREET

PUZ1

ALEXANDER STREET

SINCLAIR STREET

LEGEND

PUZ1 PUBLIC USE ZONE - SERVICE AND UTILITY

Part of Planning Scheme Map 11

AMENDMENT C96

| Planning Mapping Services |
| Planning Information Services |
| Planning |

VICTORIA
State
Government

Environment,
Land, Water
and Planning

0   200

metres

Corunnun

FZ

LINEENS RD

LARBENT RD

LEGEND

FZ   FARMING ZONE

Part of Planning Scheme Map 5

AMENDMENT C96

| Planning Mapping Services |
| Planning Information Services |
| Planning |

VICTORIA
State
Government

Environment,
Land, Water
and Planning

006

0   50

metres

CALLAHANS LANE

BIRREGURRA - FORREST RD

FZ

TZ

TZ

PUZ7

TZ

Barwon Downs

LEGEND

PUZ7   PUBLIC USE ZONE - OTHER PUBLIC USE

TZ   TOWNSHIP ZONE

FZ   FARMING ZONE

| Planning Mapping Services |
| Planning Information Services |
| Planning |

AMENDMENT C96

VICTORIA
State
Government

Environment,
Land, Water
and Planning

005

COLAC OTWAY PLANNING SCHEME

0   250
metres

Glenaire

OLD OCEAN ROAD

GREAT OCEAN RD

JOHANSSONS ROAD

RCZ

GREAT OCEAN RD

Ford River

LEGEND

RCZ   RURAL CONSERVATION ZONE

Part of Planning Scheme Map 26

AMENDMENT C96

| Planning Mapping Services |
| Planning Information Services |
| Planning |

VICTORIA
State
Government

Environment,
Land, Water
and Planning

COLAC OTWAY PLANNING SCHEME

CORAGULAC - BEEAC RD

LANG ST

PUZ1

0   50
metres

BURNETT STREET

Beeac

WALLACE STREET

WESTON STREET

COULSTON STREET

MAIN ST

TZ

BUCHANAN STREET

LEGEND

PUZ1   PUBLIC USE ZONE - SERVICE AND UTILITY

TZ   TOWNSHIP ZONE

Part of Planning Scheme Map 10

AMENDMENT C96

| Planning Mapping Services |
| Planning Information Services |
| Planning |

VICTORIA
State
Government

Environment,
Land, Water
and Planning

003

0   250

metres

BINGAMI ROAD

MCCALLS ROAD

PCRZ

UNNAMED

Boundary Creek

Yeodene

LEGEND

PCRZ   PUBLIC CONSERVATION AND RESOURCE ZONE

Part of Planning Scheme Map 16

AMENDMENT C96

| Planning Mapping Services |
| Planning Information Services |
| Planning |

VICTORIA
State
Government

Environment,
Land, Water
and Planning

004

0   250

metres

MCDONNELL'S ROAD

Birregurra Creek

D-HO95

PRINCES HWY

Birregurra

LEGEND

D-HO95 AREA TO BE DELETED FROM A HERITAGE OVERLAY

Part of Planning Scheme Map 12HO

AMENDMENT C96

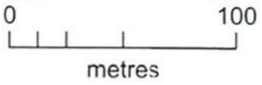| Planning Mapping Services |
| Planning Information Services |
| Planning |

VICTORIA
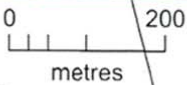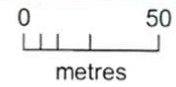State
Government

Environment,
Land, Water
and Planning

Planning and Environment Act 1987

COLAC OTWAY PLANNING SCHEME

AMENDMENT C96

INSTRUCTION SHEET

The planning authority for this amendment is the Colac Otway Shire.

The Colac Otway Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of 14 attached map sheets.

Zoning Maps

Amend Planning Scheme Zone Map No's 5, 7, 10, 11, 13, 16, 17, 21, 26 and 28 in the manner shown on the 12 attached maps marked "Colac Otway Planning Scheme, Amendment C96".

Overlay Maps

Amend Planning Scheme Map No HO12 in the manner shown on the one attached map marked "Colac Otway Planning Scheme, Amendment C96".

Delete Planning Scheme Map No 16PAO in the manner shown on the attached map marked "Colac Otway Planning Scheme, Amendment C96".

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

1.   In General Provisions – Clause 61.03, replace the Schedule with a new Schedule in the form of the attached document.

End of document

Ref No: C96

[Insert Date]

Hon Richard Wynne MP
Minister for Planning
Barwon South West Region
PO Box 103, Geelong 3220

Dear Minister

COLAC OTWAY PLANNING SCHEME
AMENDMENT NO C96
NOTICE OF PREPARATION OF AN AMENDMENT

Council has prepared Amendment C96 to the Colac Otway Planning Scheme.

The Amendment affects land across the Colac Otway Shire.

The Amendment proposes to rezone land or remove redundant overlay provisions from various sites in Colac Otway Shire.

Under Section 17 of the *Planning and Environment Act 1987,* I attach an electronic copy of the above Amendment and Explanatory Report.

Under the provisions of section 20(2) of the *Planning and Environment Act 1987,* Council seeks partial exemption from the requirements to give notice and to exhibit the Amendment in the Government Gazette.

If you have any queries regarding this matter please contact Sean O'Keeffe from the Colac Otway Shire by e-mail sean.okeeffe@colacotway.vic.gov.au or telephone (03) 5230 5913.

Yours sincerely

Vige Satkunarajah
Acting Manager Planning Building and Health

SCHEDULE TO CLAUSE 61.03

Maps comprising part of this scheme:

- 1, 1ESO1, 1ESO2, 1ESO4, 1HO, 1LSIO-FO, 1SLO, 1VPO2

- 2, 2ESO1, 2ESO2, 2ESO3, 2ESO4, 2HO, 2LSIO-FO, 2SLO, 2VPO2

- 3, 3ESO2, 3ESO4, 3HO, 3LSIO-FO, 3RO

- 4, 4ESO4, 4HO, 4LSIO-FO, 4VPO2

- 5, 5DDO, 5DPO, 5EAO, 5EMO, 5ESO1, 5ESO2, 5ESO4, 5HO, 5LSIO-FO-, 5PAO, 5VPO1,

- 6, 6ESO1, 6HO, 6LSIO-FO , 6PAO, 6VPO1, 6RO

- 7, 7ESO1, 7HO

- 8, 8ESO1, 8HO, 8SLO

- 9, 9AEO, 9DDO, 9DPO, 9EMO, 9ESO1, 9ESO2, 9ESO4, 9ESO6, 9HO, 9LSIO-FO, 9PAO, 9SLO1, 9VPO2, 9WMO

- 10, 10ESO1, 10ESO2, 10ESO4, 10HO, 10LSIO-FO

- 11, 11DDO, 11DPO, 11EMO, 11ESO1, 11ESO2, 11HO, 11LSIO-FO, 11PAO, 11SLO1, 11VPO1, 11WMO, 11PO

- 12,12DDO, 12EMO, 12ESO4, 12HO, 12LSIO-FO, 12PAO, 12VPO2, 12WMO

- 13, 13DDO, 13HO, 13EMO, 13ESO3, 13LSIO-FO, 13VPO

- 14, 14ESO4, 14EMO, 14HO, 14LSIO-FO , 14VPO1, 14VPO2, 14WMO

- 15, 15EMO, 15ESO2, 15ESO3, 15HO, 15LSIO-FO, 15SLO, 15VPO1, 15VPO2, 15WMO, 15RO

- 16, 16DDO, 16DPO, 16EMO, 16ESO2, 16ESO3, 16ESO4, 16HO, 16LSIO-FO, 16PAO, 16VPO1, 16VPO2, 16SLO, 16WMO, 16RO

- 17, 17EMO, 17HO, 17LSIO-FO, 17WMO

- 18, 18EMO, 18HO, 18LSIO-FO , 18SLO, 18WMO

- 19, 19EMO, 19ESO2, 19ESO3, 19HO, 19LSIO-FO, 19SLO, 19VPO1, 19VPO2, 19WMO

- 20, 20EMO, 20ESO2, 20ESO3, 20HO, 20LSIO-FO , 20VPO1, 20WMO

- 21, 21EMO, 21ESO2, 21ESO3, 21ESO4, 21HO, 21LSIO-FO, 21SLO3, 21VPO1, 21VPO2, 21WMO

- 22, 22EMO, 22ESO2, 22ESO3, 22HO, 22SLO3, 22VPO2, 22WMO

- 23, 23DDO, 23EMO, 23ESO2, 23ESO4, 23HO, 23LSIO-FO, 23SLO, 23NC0, 23WMO

- 24, 24DDO, 24EMO, 24ESO2, 24HO, 24LSIO-FO, 24SLO, 24NC0, 24WMO

- 25, 25EMO, 25ESO2, 25ESO3, 25ESO4, 25HO, 25LSIO-FO, 25SLO4, 25VPO1, 25VPO2, 25WMO

- 26, 26EMO, 26ESO2, 26ESO3, 26HO, 26LSIO-FO, 26SLO3, 26SLO4 26VPOI, 26VPO2, 26WMO

- 27, 27AEO, 27DDO5, 27DDO6, 27DDO7, 27DDO10, 27DPO4, 27DPO5 27EMO, 27ESO2, 27ESO3, 27HO, 27LSIO-FO, 27PAO, 27SLO3, 27VPO1, 27VPO2, 27WMO

- 28, 28DDO, 28EMO, 28ESO2, 28HO, 28LSIO-FO, 28NC0, 28SLO, 28SLO3, 28SLO5, 28VPO2, 28WMO

- 29, 29DDO7, 29DDO10, 29DPO, 29EMO, 29ESO2, 29HO, 29LSIO-FO, 29PAO, 29SLO3, 29WMO, 29PO

- 30, 30AEO, 30DDO7, 30EMO, 30ESO2, 30HO, 30LSIO-FO,   30SLO3, 30VPO1, 30WMO

Planning and Environment Act 1987

COLAC OTWAY PLANNING SCHEME

AMENDMENT C96

EXPLANATORY REPORT

Who is the planning authority?

This amendment has been prepared by the Colac Otway Shire, which is the planning authority for this amendment.

The Amendment has been made at the request of Colac Otway Shire.

Land affected by the Amendment

The Amendment applies to various parcels of land throughout the municipality.

What the amendment does

The Amendment corrects anomalies and errors in the mapping of the Colac Otway Planning Scheme.

Specifically, the amendment seeks to make the following changes:

Planning Scheme Zone Map Changes:

- Amend Planning Scheme Maps 21ZN and 28ZN to rezone part of 465 Skenes Creek Road, Skenes Creek from Road Zone Category 1 (RZC1) to Rural Conservation Zone (RCZ). The land is partly included in the RZC1 zone. This zone is applied to VicRoads managed land. It is considered that this land has been zoned RZC1 in error. This amendment seeks to rezone the privately-owned land to RCZ (the balance of the lot) so that the zone of the entire site is consistent, and reflects other privately owned properties in the locality.

- Amend Planning Scheme Map 11ZN to rezone 6 Bath St, Colac from Public Use Zone Schedule 6 (PUZ6) to Public Use Zone Schedule 3 (PUZ3). The Department of Health and Human Services own the land. The current zoning allows for Council land uses. This amendment will reflect the current owner and its land use. It will allow health and community related land uses and development on the land.

- Amend Planning Scheme Map 16ZN to rezone part of 50 Harris St, Elliminyt, from the General Residential Zone Schedule 1 (GRZ1) to the Public Park and Recreation Zone (PPRZ). The land is part of a new housing estate in Elliminyt. The land has been vested in Council to be used as parkland to service the needs of the new community.

- Amend Planning Scheme Map 17ZN to rezone 5E P081777, 8E P081778, 9E P081779 and 10E P081780 from Rural Living Zone (RLZ) and Farming Zone (FZ) to Public Conservation and Resource Zone (PCRZ). The land is public (Crown) land and forms part of the Otway Forest Park. The land is currently included in zones associated with private land. The rezoning will ensure its zoning is consistent with the balance of the Otway Forest Park and reflects its current and future public use.

- Amend Planning Scheme Map 7ZN to rezone part of 360 Corangamite Lake Road, Cororooke from the Farming Zone (FZ) to the Rural Living Zone (RLZ). The site,

occupied by a dwelling, currently falls in two zones. A small section of land is zoned FZ. The rezoning will allow the entire site to be included in the one zone which reflects the current use of the land.

- Amend Planning Scheme Map 13ZN to rezone part of 15-19 Strachan Street, Birregurra from the Township Zone (TZ) to the Public Park and Recreation Zone (PPRZ). The land is Crown land and forms part of the Birregurra Recreation Reserve. The land backs onto residential dwellings and is currently included in the Township Zone. The rezoning will ensure the zoning of the land is consistent with its current use, ownership and the broader zoning of the Reserve.

- Amend Planning Scheme Map 11ZN to rezone 2A Alexander Street, Colac from the General Residential Zone Schedule 1 (GRZ1) to the Public Use Zone Schedule 1 (PUZ1). The land was excised off a residential lot, acquired by Barwon Water and is currently used as a sewerage pumping station. The proposed zoning acknowledges the existing ownership and the use of the land for public utility purposes.

- Amend Planning Scheme Map 5ZN to rezone 162 Lineens Road, Coragulac from the Public Use Zone Schedule 6 (PUZ6) to the Farming Zone (FZ). The land was previously owned by Council and used as a quarry. The current zoning reflects the former use and ownership of the site. The land is now privately owned and the surrounding land is included in the Farming Zone. It is considered that the zoning should revert to the underlying Farming Zone, reflecting both the currently land use and the rural character of the locality.

- Amend Planning Scheme Map 16ZN to rezone parts of No's 1535, 1571, 1575, 1577, 1579, Birregurra - Forrest Road, Barwon Downs from the Township Zone (TZ), Public Use Zone Schedule 7 (PUZ7) and Farming Zone (FZ) to the Township Zone (TZ), Public Use Zone Schedule 7 (PUZ7) and Farming Zone (FZ). The land along this section of Birregurra Forrest Road does not reflect the current title boundaries. All of the lots have two different separate zones. The rezoning of land represents a zone boundary re-alignment and will ensure that the zone reflects both the site boundaries, ownership and the current land uses along the Birregurra - Forrest Road.

- Amend Planning Scheme Map 26ZN to rezone 130 Old Ocean Road, Glenaire from the Public Conservation and Resource Zone (PCRZ) to the Rural Conservation Zone (RCZ). The land is currently included in a public land zone. The land is privately owned and occupied by a single dwelling. The application of the RCZ is consistent with the zoning of privately owned land in the locality.

- Amend Planning Scheme Map 10ZN to rezone part 13 Lang Street, Beeac from the Farming Zone (FZ) to the Public Use Zone Schedule 1 (PUZ1). The land is currently owned and occupied by the CFA and used as a fire station. The zone does not, in part, reflect the title boundaries nor the current land use and ownership. This rezoning will ensure that the zone matches the title boundary.

- Amend Planning Scheme Map 16ZN to rezone 195 McCalls Road, Yeodene, from the Farming Zone (FZ) to Public Conservation and Resource Zone (PCRZ). The land is public (Crown) land and forms part of the Otway Forest Park. The land is currently included in a zone generally associated with private land. The rezoning will ensure the zoning of the land is consistent with the balance of the Otway Forest Park.

- Amend Planning Scheme Map10ZN to rezone part of 25 Weston Street, Beeac from the Public Use Zone Schedule 6 (PUZ6) to the Township Zone (TZ). The privately owned residential lot is partially covered by the PUZ6. This zoning is applied to Council owned land used for municipal purposes, and has been applied to the

abutting Council works depot. This zone appears to have been inadvertently extended into the adjacent private residential land at 25 Weston Street. This rezoning will ensure that this entire lot is located in the Township Zone.

Planning Scheme Overlay Map Changes:

- Delete Planning Scheme Map 16PAO to remove the PAO from parts of 270, 340 and 390, Dewings Bridge Road, Gerangamete. The properties form part of the Colac Water Supply Upgrade project. An acquisition overlay was placed over the land to facilitate its redevelopment for water utility purposes. The land has now been acquired by Barwon Water and the PAO is now redundant.

- Amend Planning Scheme Map 12HO to remove the HO95 from 10 McDonnells Road, Birregurra. HO95 covers 10 McDonnells Road, Birregurra. This land has no heritage significance. The land in the heritage citation and ordinance section of the Colac Otway Planning Scheme refers to this land as 'Bleak House'. Bleak House is located nearby at 4970 Princes Highway, Birregurra. The current heritage overlay mapping is incorrect. This amendment will remove the incorrect overlay from the site. Further work, including consultation with the land owner of Bleak House, will define the correct boundary of the HO95. This will be undertaken as part of an further planning scheme amendment process.

Strategic assessment of the Amendment

Why is the Amendment required?

The amendment is required to correct a number of errors and anomalies in the mapping of the Colac Otway Planning Scheme in order to improve the implementation of the Scheme. The amendment is part of Council's monitoring and review process required to ensure that the administration of the planning scheme is efficient and accurate. Several of the amendments were identified by land owners or its managers who requested that the zone or overlay provisions be updated.

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

The amendment implements the objectives of planning in Victoria. It results from the constant monitoring and review of the Colac Otway Planning Scheme to ensure that it is maintained in a clear and useable form and that land can be used and developed in accordance with the Act.

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

This amendment improves the operation of the Planning Scheme by correcting anomalies and errors, thus improving environmental, social and economic effects as the Planning Scheme will be implemented correctly.

Removing redundant planning controls will reduce economic burden on applicants by removing the requirement for applying for a planning permit when it is not justified.

Rationalising zoning of allotments into one zone and correcting mapping errors will avoid confusion for applicants and Council officers, removing or improving planning permit processing times and reducing stress for applicants, resulting in positive social and economic effects.

Removing lapsed or incorrect overlay such as Public Acquisition Overlay (PAO) and Heritage overlays (HO) will also improve the functioning of the Planning Scheme by removing redundant planning permit triggers.

Does the Amendment address relevant bushfire risk?

The amendment does not impact on existing bushfire controls and will not result in any increase to the risk to life, property, community infrastructure and the natural environment from bushfire.

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

The amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes under section 7(5) of the Act. Ministerial Direction No. 11 (Strategic Assessment of Amendments) is addressed through this explanatory report.

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

The correction of anomalies and errors in the Planning Scheme will improve the implementation of the SPPF.

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

The correction of anomalies and errors in the Planning Scheme will improve the implementation of the LPPF.

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

The amendments correct anomalies through the Colac Otway Planning Scheme to ensure the Victoria Planning Provisions are applied appropriately.

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

The amendment has been prepared, in part, with correspondence from the Department of Environment, Land, Water and Planning, VicRoads and Barwon Water. The relevant authorities will be further notified as part of the standard notice requirements during the exhibition period of this Amendment.

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

The Transport Integration Act 2010 is not relevant to this amendment.

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 result in no negative impact on the resource and administrative costs for the Responsible Authority as the proposed changes are minor in nature. Administration of the Colac Otway Planning Scheme will likely be more efficient as a result of this amendment.

Where you may inspect this Amendment

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

Colac Otway Shire Council
2-6 Rae Street
COLAC VIC 3250

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.

ORDINARY COUNCIL MEETING

2030 GREATER VICTORIA COMMONWEALTH GAMES BID PROJECT PREFEASIBILITY STUDY CONTRIBUTION

OM172211-8

LOCATION / ADDRESS	Whole of municipality	**GENERAL MANAGER**	Errol Lawrence
OFFICER	Errol Lawrence	**DEPARTMENT**	Corporate Services
TRIM FILE	F17/6554	**CONFIDENTIAL**	No
ATTACHMENTS	1. 2030 Greater Victoria Commonwealth Games Bid		
PURPOSE	To provide Council with the background and information required for them to make an informed decision regarding a contribution being made to the 2030 Greater Victoria Commonwealth Games Bid Project Prefeasibility Study.		

1. LOCATION PLAN / AERIAL PHOTO

Not applicble

2. EXECUTIVE SUMMARY

Council has received a letter (Attachment 1) from the Mayor of Greater Shepparton City Council, Cr Dinny Adem, seeking a contribution towards a prefeasibility study for the 2030 Greater Victoria Commonwealth Games Bid.

Included with the letter is a detailed Draft Prefeasibility Study Scope.

3. RECOMMENDATION

That Council commits $3000.00 towards the 2030 Greater Victoria Commonwealth Games Bid Project Prefeasibility Study, to be paid from Business Improvements – Consultants Other, GL Code: 3001.360.405.

4. BACKGROUND / KEY INFORMATION

BACKGROUND

Along with the attached letter and prefeasibility study scope, which contain all the relevant details of the project, following I have provided a brief summary of the background to the project.

A Commonwealth Games Taskforce was formed and met with regional Councils in June 2017. The State Government has assembled a dedicated working group, comprised of representatives from Sport and Recreation Victoria, Regional Development Victoria, Visit Victoria and Department of Premier and Cabinet, to assist the project.

The Taskforce has briefed the Hon John Eren MP, Minister for Sport, Minister for Tourism and Major Events and the Hon Jaala Pulford MP, Minister for Regional Development, with both Ministers indicating that a prefeasibility study is required, with a formal commitment to the project from regional Councils via a contribution to the cost of the study.

The scope for the prefeasibility study was determined at the meeting in June 2017.

It is anticipated the cost of the prefeasibility study will be approximately $80,000, with the State Government contributing $30,000. The State Government would like the remaining $50,000 to be funded by the regional Councils. The funds will be managed by the Greater Shepparton City Council.
A contribution scale has been suggested base on population. The Colac Otway Shire falls into the $3,000 band.

It has been stated that for those Council's not in a position to financially contribute, this would not result in being precluded from the project.

KEY INFORMATION

Suggested contribution scale:

- $6,000 > 50,000 population
- $3,000 > 20,000 < 50,000 population
- $1,000 < 20,000 population

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

No community consultation has taken place.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The 2030 Greater Victoria Commonwealth Games Bid aligns to the Council Plan through Theme 1: Our Prosperity. Should the bid be successful, and the region was able to secure some events, significant economic opportunities could eventuate for the Colac Otway communities.

ENVIRONMENTAL IMPLICATIONS

There have been no environmental implications determined

SOCIAL & CULTURAL IMPLICATIONS

The prospect of the 2030 Commonwealth Games being held across regional Victoria could present some tremendous social and cultural benefits to the regions, particularly if the Council was to host one of the sports.

ECONOMIC IMPLICATIONS

Should the 2030 Greater Victoria Commonwealth Games Bid Project ultimately progress to being the successful bid for the Games, there could be the possibility of significant economic benefit to the Colac Otway Shire from some of the events, for example road cycling and mountain biking.

LEGAL & RISK IMPLICATIONS

There have been no legal and risks implications determined.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Council does not have a specific budget allocation for this contribution. It is recommended that the funds be allocated from Business Improvements – Consultants Other, GL Code: 3001.360.405.

7. IMPLEMENTATION STRATEGY

DETAILS

The letter from Greater Shepparton has indicated that if the Council intends to make a financial contribution to the prefeasibility study it should have made a response by 4 October. It is anticipated should the Council wish to contribute; its contribution will not be declined.

COMMUNICATION

Not applicable

TIMELINE

Not applicable

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

GREATER SHEPPARTON
GREATER FUTURE

GREATER
SHEPPARTON

20 September 2017

Mr Robert Dobrzynski
CEO
Colac Otway Shire Council
PO Box 283
COLAC VIC 3250
BY EMAIL: robert.dobrzynski@colacotway.vic.gov.au

Dear Robert,

2030 GREATER VICTORIA COMMONWEALTH GAMES BID PROJECT PREFEASIBILITY STUDY CONTRIBUTION

I am writing to you to today to provide an update and seek further support for the 2030 Greater Victoria Commonwealth Games Bid project.

Since the Taskforce met with regional Councils in June, the project has continued to progress. Of significance is the State Government assembling a dedicated working group to assist with the project. The working group is comprised of representatives from Sport and Recreation Victoria, including Director Mr Justin Burney, Regional Development Victoria, Visit Victoria and Department of Premier and Cabinet.

The Taskforce has also briefed the Hon John Eren MP, Minister for Sport, Minister for Tourism and Major Events and the Hon Jaala Pulford MP, Minister for Regional Development.

Both Ministers have indicated that to progress the project a prefeasibility study is required. They have also requested that regional Councils make a formal commitment to the project via a contribution to the cost of this study.

The scope of the prefeasibility study has been determined via discussions between the State Government Working Group, the Taskforce and discussions with the regional Councils back in June. Please find attached a copy of the prefeasibility study scope for your information.

The State Government is anticipating the prefeasibility study will cost approximately $80,000. Three consultancy companies have been nominated by the Government to be approached to quote for this project, all of which have experience in feasibility work, including undertaking studies for previous Commonwealth and Olympic Games.

The State Government will be contributing $30,000 to the prefeasibility study and have indicated that they would like regional Councils to fund the remaining $50,000 as a sign of commitment to this project.

The State Government sees this as a partnership project with regional Councils and therefore would like to see a financial contribution to the first stage of the project, particularly in light of the project progressing to full feasibility study stage, where the State Government would be the primary investor.

GREATER SHEPPARTON
COUNCIL OFFICES

GREATER SHEPPARTON

A procurement panel will be convened to assist with the appointment of a consultant, with the funds being managed by Greater Shepparton City Council (GSCC). Other regional Councils are welcome and encouraged to join GSCC, the Taskforce and State Government Working Group to oversee the procurement process.

In determining a possible way for regional Councils to fund the co-contribution required it is suggested that the following contribution scale could be applied:
- $6,000 > 50,000 population
- $3,000 > 20,000 – 50,000 population
- $1,000 < 20,000 population

For those Councils not in a position to financially contribute, this would not result in being precluded from the project.

The State Government is hoping that the prefeasibility will serve a dual purpose - to determine the validity of the Greater Victoria Commonwealth Games model and also to inform the a regional liveability strategy, a piece of work which they have been wanting to undertake for a period time.

If your Council is willing to financially contribute to the prefeasibility study and/or participate in the procurement panel please respond in writing to GSCC CEO Peter Harriott at peter.harriott@shepparton.vic.gov.au by 4 October 2017.

Well done to Horsham Rural City Council on formalising their support for the Greater Victoria Commonwealth Games bid via a Council resolution. Greater Shepparton is following suit with a resolution going to the Ordinary October Council meeting.

As the project has been progressing it has been identified that there will be a need to have a formal governance structure particularly in terms of managing any potential government funds and contracts. Legal advice has been sought where it has been recommended that a company limited by guarantee structure would be best suited in continuing to drive the project. The State Government has request to have input into the composition of such a board, with this being looked at further following the prefeasibility study.

A website for the project has recently gone live which will include consistent updates. Please click on the link to view the site – www.2030peoplesgames.com.au

If you require any further information please contact me on 5832 9884 / dinny.adem@shepparton.vic.gov.au or Peter Harriott on 5832 9898 / peter.harriott@shepparton.vic.gov.au

I look forward to hearing from you in the near future.

Yours sincerely

Cr Dinny Adem
MAYOR
M17/71781

GREATER
VICTORIA
2·0·3·0
COMMONWEALTH GAMES
THE PEOPLE'S GAMES

Greater Victoria Commonwealth Games

Draft Prefeasibility Study Scope

Scope

1. **Objectives and Benefits**
- The objectives of seeking to host the 2030 Commonwealth Games and the expected benefits of doing so are to be comprehensively described.

2. **Planning Approvals**
- Identify planning and other significant approvals required for multiple locations to host events. This should identify the cost and work required for the approval process and highlight any potential risks. Identify the need for a Commonwealth Games Planning Authority or similar.

3. **Key Venue Audit – Ceremonies, Athletics, Swimming, Media/Broadcast**
- What regional venues are currently compliant with Commonwealth Games Federation requirements to host the Opening and Closing Ceremonies, athletics and swimming events, and the media and broadcast facilities?
- What upgrades or temporary solutions would need to be made for regional venues to be compliant with Commonwealth Games Federation standards to host the key events and sports? What would be the cost of this?
- What legacy structures might be required to be constructed that would provide long-term opportunities and gains for regional centres? What would be the cost of constructing this?
- What alternative metro venues are compliant or have the potential to be Commonwealth Games compliant that could support a regionally based Games?
- What is the parking capacity and public transport accessibility of proposed venues?
- Should it be determined that construction of new venues would be required, what is the potential future use and sustainability of these be?
- Having considered the venue offerings, provide options for the most economic and viable mix of sports and locations to offer for future bid.

4. **Accommodation Audit**
- What are the projected number of athletes, staff, volunteers, contractors, spectators and media for a future Commonwealth Games event that would need to be accommodated?
- What is the current and future level of accommodation available to host athletes, staff, volunteers, contractors, spectators and media per each sport, per each venue?
- What is the current and future range of accommodation available – number of rooms, star ratings, disability access?
- What would be the opportunities for the provision of accommodation for neighbouring towns and Melbourne to cater for overflow/demand?

- What current and future regional options are available to create an athlete's village? Existing infrastructure, temporary infrastructure? What would be the cost of this? What would the future use and sustainability of a village or villages be?
- Are there opportunities to utilise university accommodation (e.g. athlete's village accommodation), conversion of larger sporting facilities, creation of glamping grounds, regional land/properties providing temporary accommodation etc.?

5. **Transport Audit**
- Existing but more importantly the future capability of:
  - Victorian Airports (internal and domestic capability)
  - Road network (including proposed road upgrades, bypass creation etc.)
  - Public transport (rail, bus)
  - Private providers (bus, cars, Uber)
  - Freight (road and rail)
- Modelling of traffic flows for roads and rail - need to look at the movement of people and goods across the state and from Melbourne to regional areas.
- Need to look at how our transport system will look in future years e.g. fast train/Velocity network, driverless cars, private sector capacity etc.

6. **Cost benefit analysis**
- Identify costs.
- Identify funding sources
- An overall cost-benefit analysis at prefeasibility level should be included taking into consideration the factors outlined above.

Please Note:

Additional areas that are required to be addressed by a formal Commonwealth Games bid will be determined via a full feasibility study - the next stage of the project. The full feasibility study will specially examine such matters as security requirements, legacy opportunities, sports offerings, cultural activity sites etc.

ORDINARY COUNCIL MEETING

CONSIDERATION OF CONTRACTS (CONTRACT 1729 - DESIGN AND CONSTRUCT - RAFFERTYS ROAD BRIDGE)

OM172211-9

LOCATION / ADDRESS	Gellibrand	**GENERAL MANAGER**	Errol Lawrence
OFFICER	Andrew Kavanagh	**DEPARTMENT**	Corporate Services
TRIM FILE	F17/8655	**CONFIDENTIAL**	No
ATTACHMENTS	Nil		
PURPOSE	Council approval is required to award Contract 1729 - Design and Construct - Raffertys Road Bridge.		

1. LOCATION PLAN / AERIAL PHOTO

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2. EXECUTIVE SUMMARY

Tenders have been received for the design and construction of a single lane, reinforced concrete bridge on Raffertys Road, over the Gellibrand River, east of Gellibrand. It is recommended that Council award the contract to VEC Civil Engineering Pty Ltd.

3. RECOMMENDATION

That Council:

1. *Awards Contract 1729 for Design and Construct – Rafferty Road Bridge to VEC Civil Engineering Pty Ltd at the lump sum price of $367,641.00 (excluding GST).*

2. *Authorises the Chief Executive Officer to perform all functions and exercise all powers of the Principal following award of Contract 1729.*

4. BACKGROUND / KEY INFORMATION

Tenders closed on 25 October 2017. Tenders were advertised in the Colac Herald on Friday 22 September and the Herald Sun on Wednesday 27 September. The tender was also advertised on the Council's website and via eProcure.

The nominated practical completion date for works is 30 April 2018.

Tenders were received from the following two (2) suppliers:

VEC Civil Engineering Pty Ltd
Victorian Green Work Pty Ltd

Tenders were evaluation and assessed, taking into account the following selection criteria:

Tendered Price	40
Proposed Design and Construction Methodology	20
Capacity and Resources	15
Tenderer's Relevant Experience and Experience of Key Personnel, Track Record and Proven Performance	20
Economic Contribution to Colac Otway Region	5

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Procuring works through a tender process aligns with Council's goal of providing value for money for our community.

ENVIRONMENTAL IMPLICATIONS

Environmental considerations are to be addressed through an environmental management plan prepared by the contractor and approved and administered by Council supervision. VEC Civil Engineering Pty Ltd is third party accredited to ISO 14001 for Environmental Management (International Organisation for Standardisation)

SOCIAL & CULTURAL IMPLICATIONS

Not applicable.

ECONOMIC IMPLICATIONS

Not applicable.

LEGAL & RISK IMPLICATIONS

The preferred tenderer, VEC Civil Engineering Pty Ltd, has a good track record of management of risks and completion of contracts to specification and on time (including projects completed for Council), evidenced in the following:

- highest level of VicRoads prequalification for bridge building;
- third party accredited under ISO 9001 Quality Management Systems;
- accredited under the Australian Government Building and Construction WHS (Workplace Health and Safety) Accreditation Scheme; and
- third party accredited under AS4801 Occupational Health and Safety Management Systems.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

The preferred tender of VEC Civil Engineering is within Council's budget allocation.

7. IMPLEMENTATION STRATEGY

DETAILS

Upon Council's approval, the Contract will be awarded and works will be programmed to commence. Works are required to be completed prior to the nominated practical completion date of 30 April 2018.

COMMUNICATION

A letter of acceptance and contract will be issued to VEC Civil Engineering Pty Ltd. The contract shall be signed by both the contractor and Council prior to the commencement of works.

TIMELINE

Not applicable.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

ORDINARY COUNCIL MEETING

PROPOSED COUNCIL MEETING DATES 2018

OM172211-10

LOCATION / ADDRESS	Whole of municipality	**GENERAL MANAGER**	Errol Lawrence
OFFICER	Sarah McKew	**DEPARTMENT**	Corporate Services
TRIM FILE	F17/6554	**CONFIDENTIAL**	No
ATTACHMENTS	Nil		
PURPOSE	To confirm the scheduling of Council meeting dates for 2018.		

1. LOCATION PLAN / AERIAL PHOTO

Not applicable

2. EXECUTIVE SUMMARY

Council holds Ordinary, Planning and Special meetings for the purpose of transacting the business of Council. Meetings are open to the public and the community is welcome to attend to observe their elected representatives' consideration of issues.

Governance Local Law 4 requires that Council fixes the date and time of meetings.

3. RECOMMENDATION

That Council:

1. *confirms the meeting dates and venues for Ordinary Council meetings for 2018 to commence at 4pm as follows:*

   - *Wednesday, 24 January 2018*   *COPACC – Colac*
   - *Wednesday, 28 February 2018*   *COPACC – Colac*
   - *Wednesday, 28 March 2018*   *Apollo Bay Senior Citizens' Centre*
   - *Wednesday, 18 April 2018*   *COPACC – Colac*
   - *Wednesday, 23 May 2018*   *COPACC - Colac*
   - *Wednesday, 27 June 2018*   *COPACC – Colac*
   - *Wednesday, 25 July 2018*   *COPACC – Colac*

- *Wednesday, 22 August 2018*   *Beeac Football Club*
- *Wednesday, 26 September 2018*   *COPACC – Colac*
- *Wednesday, 24 October 2018*   *Apollo Bay Senior Citizens' Centre*
- *Wednesday, 28 November 2018*   *COPACC – Colac*
- *Wednesday, 12 December 2018*   *COPACC – Colac*

2. *confirms the meeting dates and venues for the Planning Committee meetings for 2018 to commence at 4pm as follows:*

- *Wednesday, 14 February 2018*   *COPACC, Colac*
- *Wednesday, 14 March 2018*   *COPACC, Colac*
- *Wednesday, 11 April 2018*   *COPACC, Colac*
- *Wednesday, 9 May 2018*   *COPACC, Colac*
- *Wednesday, 13 June 2018*   *COPACC, Colac*
- *Wednesday, 11 July 2018*   *COPACC, Colac*
- *Wednesday, 8 August 2018*   *COPACC, Colac*
- *Wednesday, 12 September 2018*   *COPACC, Colac*
- *Wednesday, 10 October 2018*   *COPACC, Colac*
- *Wednesday, 14 November 2018*   *COPACC, Colac*

4. BACKGROUND / KEY INFORMATION

BACKGROUND

In the latter half of 2017, Ordinary Council meetings have been held on the fourth Wednesday of the month at 4pm at COPACC in Colac, with the September meeting held at the Forrest Public Hall. Planning Committee meetings have been held on the second Wednesday of the month, as required, at 4pm at COPACC in Colac.

KEY INFORMATION

In the interests of community participation, the above recommendation proposes that two of the monthly Ordinary Council meetings be held in Apollo Bay, one in March and another in October, and that the August meeting be held in Beeac.

While Ordinary Council meetings are scheduled for the fourth Wednesday of the month, an exception has been made for April 2018 as this meeting would fall on the 25[th] – ANZAC Day – therefore the preceding Wednesday has been scheduled.

There has been no date proposed for a Planning Committee meeting in January 2018.

There has been no date proposed for a Planning Committee meeting in December 2018 as the Ordinary Council meeting has been proposed for 12 December 2018.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected would be to inform. Under the *Local Government Act 1989,* Council is required to give at least seven days' public notice of a Council meeting or a Special meeting unless there are urgent or extraordinary circumstances that prevent a Council from doing so.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Theme Four: Our Leadership & Management, of Colac Otway Shire's Council Plan 2017-2021, identifies an opportunity to increase engagement with the community in decision-making.

ENVIRONMENTAL IMPLICATIONS

Not applicable

SOCIAL & CULTURAL IMPLICATIONS

Council meetings which are open to the public allow community members to participate in the decision-making processes of local government.

ECONOMIC IMPLICATIONS

The proposed arrangements generally match those already in place and appropriate budget allocations have been made. Additional costs are incurred for meetings held away from COPACC and these have been included in current budget allocations.

LEGAL & RISK IMPLICATIONS

There are a number of Occupational Health and Safety issues in relation to holding Council meetings at other locations and where meetings extend late into the evening. With existing safety practices in place and the close monitoring of meeting finish times, all risks can be managed.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

The proposed arrangements generally match those already in place and appropriate allocations have been made. Additional costs are incurred for meetings held away from COPACC and these have been included in current budget allocations.

7. IMPLEMENTATION STRATEGY

DETAILS

The proposed schedule of Ordinary Council and Planning Committee meetings would commence in January 2018 and conclude at the end of December 2018.

COMMUNICATION

The dates, times and locations of Council meetings will be published in the local press and on Colac Otway Shire Council's website.

TIMELINE

With the meeting schedule for 2018 determined, Councillors will consider meeting dates for 2019 in November 2018.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

ORDINARY COUNCIL MEETING

APPOINTMENT OF MEMBERS TO YEO RECREATION RESERVE COMMITTEE OF MANAGEMENT

OM172211-11

LOCATION / ADDRESS	10 Kettles Road Yeo	**GENERAL MANAGER**	Errol Lawrence
OFFICER	Errol Lawrence	**DEPARTMENT**	Corporate Services
TRIM FILE	11/96659	**CONFIDENTIAL**	No
ATTACHMENTS	Nil		
PURPOSE	To endorse the addition of two new members to the committee of management		

1. LOCATION PLAN / AERIAL PHOTO

2. EXECUTIVE SUMMARY

Council appoints Committees of Management under section 86 of the *Local Government Act 1989* as Special Committees of Council to act in accordance with rules and conditions of appointment adopted by Council. The purpose of s86 committees is to manage the operations of the facilities on behalf of Council and is vital to their successful development.

Council policy is that Committee of Management members are appointed for a three year term.

3. RECOMMENDATION

That Council:

1. *Pursuant to section 86 of the Local Government Act 1989, resolves to endorse the appointment of additional members Lachlan Veale and Simon Dewar to the Yeo Recreation Reserve Committee of Management until the current term expires on 24 July 2019.*

2. *In accordance with section 81(2)(a) of the Local Government Act 1989, resolves to exempt members of the Committee from being required to submit a primary or ordinary register of interest return.*

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The Yeo Reserve Committee of Management was endorsed by Council on 27 July 2016 for a 3 year period following a public meeting process to elect members on 6 July 2016.

The following members were endorsed by Council:

Frank Park, Greg Cahill, Chris Parker, Mandy Parker, Debbie Park, Louise Loubey, Jim Park.

A further two district residents, Lachlan Veale and Simon Dewar, have indicated interest in becoming members and require Council endorsement to ensure they are covered by Council's public liability insurance.

These persons will be exempt under s81 (2) (a) of the Act with regard submission of a primary or ordinary return.

KEY INFORMATION

The Yeo Recreation Reserve Committee's term of appointment will conclude in July 2019. It is recommended that Council appoint Lachlan Veale and Simon Dewar for the remainder of the committee's term following which a re-election will be necessary. Further membership will assist the committee to achieve its role of managing the facility.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Community engagement fosters a sense of belonging to a community, sharing in decision making and recognition of personal community involvement and effort.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The decision by Council to appoint local persons to various committees is seen to be progressive by inviting the community to participate in the conduct of Council's administration of public facilities. A decision in this regard also sees Council working in partnership with the community to achieve agreed goals.

ENVIRONMENTAL IMPLICATIONS

Not applicable

SOCIAL & CULTURAL IMPLICATIONS

These committees play an important role in providing a meeting place for social networking within the community.

ECONOMIC IMPLICATIONS

Not applicable

LEGAL & RISK IMPLICATIONS

Each committee has been provided with a Risk Management and Insurance Manual developed for Council Committees of Management.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Committees are managed by volunteers and maintain their own operating finances.

7. IMPLEMENTATION STRATEGY

DETAILS

The new membership comes into force immediately.

COMMUNICATION

A letter will be forwarded to the committee advising of Council's endorsement of the new members.

TIMELINE

The appointment is for the period 22 November 2017 until re-election in July 2019.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

ORDINARY COUNCIL MEETING

APPOINTMENT OF MEMBERS TO THE BIRREGURRA HALL COMMITTEE OF MANAGEMENT

OM172211-12

LOCATION / ADDRESS	Birregurra	**GENERAL MANAGER**	Errol Lawrence
OFFICER	Sarah McKew	**DEPARTMENT**	Corporate Services
TRIM FILE	F17/6554	**CONFIDENTIAL**	No
ATTACHMENTS	Nil		
PURPOSE	To ratify the appointment of the Birregurra Hall Committee of Management		

1. LOCATION PLAN / AERIAL PHOTO

2. EXECUTIVE SUMMARY

Council endorsement is required for the appointment of newly elected committee members to the Birregurra Hall Committee of Management for the next three years.

3. RECOMMENDATION

That Council:

1. *Pursuant to section 86 of the Local Government Act 1989, resolves to appoint the following nominated members to the Birregurra Hall Committee of Management until November 2020:*

- *Desma Hutchinson*
- *Chris Barter*
- *Ian Court*
- *Vicki Jeffrey*
- *Lance Rawling*
- *Wendy James*
- *Simon Oldfield*
- *Linda McCormack*
- *Ian Fox*
- *Brian Lawrence*
- *Seona Gunn.*

2. *In accordance with section 81 sub-section (2) sub-section (a) of the Local Government Act 1989, resolves to exempt members of the Committee from being required to submit a primary or ordinary conflict of interest return in accordance with this section.*

3. *Advises the Committee that a copy of minutes of meetings held be forwarded to Council for its record after each meeting and that a Treasurer's Report be provided on an annual basis.*

4. BACKGROUND / KEY INFORMATION

BACKGROUND

Council appoints Committees of Management under section 86 of the *Local Government Act 1989* as Special Committees of Council to act in accordance with rules and conditions of appointment adopted by Council.

KEY INFORMATION

The purpose of the Committee of Management is to manage the operations of the facilities. Council policy is that Committee of Management members are appointed for a three year term.

The meeting held to appoint new members to the Birregurra Hall Committee of Management was conducted on Tuesday 14 November 2017 and chaired by Cr Joe McCracken.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Consultation took place with the President of the Committee as to the preferred date and time for the meeting. The advertisement seeking nominations for the four community representative places on the Committee was placed in the *Colac Herald* on 13 October 2017 and the *Birre Mail*. The advertisement regarding the community meeting was placed in the *Colac Herald* on 27 October 2017, more than two weeks prior to the meeting being conducted, and in the *Birre Mail* on 8 November 2017.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Council appoints Committees as Special Committees under section 86 of the *Local Government Act 1989* to perform certain functions, duties and powers. This is in keeping with Council's policy of working with its community in the management of halls, reserves and other facilities throughout the Shire.

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL & CULTURAL IMPLICATIONS

These Council facilities provide a venue for networking and resource sharing within the local communities.

ECONOMIC IMPLICATIONS

A Committee of Management is responsible for the maintenance, hire, operation, use and development of the property on Council's behalf.

LEGAL & RISK IMPLICATIONS

A section 86 Committee's legal status is derived from Council through formal delegation.

Committee of Management members appointed under section 86 of the Act are covered by the Council's Liability and Personal Accident policies when carrying out activities for and on behalf of the Committee whilst acting within their delegated powers.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Each Committee holds its own bank account and administers budgets set by the Committee in accordance with funds within these accounts.

Each Committee is required to provide copies of annual financial statements/treasurer's report to Council.

7. IMPLEMENTATION STRATEGY

DETAILS

It is proposed to appoint the following community members to the Birregurra Hall Committee of Management for a term of three years until November 2020.

COMMUNICATION

A letter will be forwarded to the Committee of Management advising of Council's endorsement for the appointment of a new committee for the ensuing three years.

TIMELINE

Notification of formal appointment will occur as soon as practicable following the meeting.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

ORDINARY COUNCIL MEETING
ASSEMBLY OF COUNCILLORS
OM172211-13

LOCATION / ADDRESS	Whole of municipality	**GENERAL MANAGER**	Errol Lawrence
OFFICER	Sarah McKew	**DEPARTMENT**	Corporate Services
TRIM FILE	F17/6554	**CONFIDENTIAL**	No
ATTACHMENTS	1. Assembly of Councillors - Councillor Briefing - 18 October 2017 2. Assembly of Councillors - Councillor Briefing - 25 October 2017 3. Assembly of Councillors - Lake Colac Advisory Committee - 31 October 2017 4. Assembly of Councillors - Councillor Briefing - 1 November 2017 5. Assembly of Councillors - Councillor Briefing - 8 November 2017 6. Assembly of Councillors - Colac Regional Saleyards - 20171110		
PURPOSE	To report the Assemblies of Councillors		

1. LOCATION PLAN / AERIAL PHOTO

Not applicable

2. EXECUTIVE SUMMARY

The *Local Government Act 1989* requires that records of meetings which constitute an Assembly of Councillors be reported at the next practicable meeting of Council and incorporated in the minutes of the Council meeting. All relevant meetings have been recorded, documented and will be kept by Council for 4 years. The attached documents provide details of those meetings held that are defined as an Assembly of Councillors.

3. REPORTING

1. *The Assemblies of Councillors are reported herewith*

2. *The Local Government Act 1989 does not require a Council decision.*

DETAILS

The following assemblies of Councillors have been held and are attached to this report for noting:

Councillor Briefing	18 October 2017
Councillor Briefing	25 October 2017
Lake Colac Advisory Committee	31 October 2017
Councillor Briefing	1 November 2017
Councillor Briefing	8 November 2017
Colac Saleyards Advisory Committee	10 November 2017

3. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Assembly of Councillors

INVITEES:

Cr Smith, Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Robert Dobrzynski, Errol Lawrence, Tony McGann, Gareth Smith

ATTENDEES:

Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Robert Dobrzynski, Errol Lawrence, Tony McGann, Gareth Smith, Sarah McKew, Stephen Wright, Greg Fletcher, Paul Carmichael

EXTERNAL ATTENDEES:

Sue Ryan (Colac Area Health), Emmie McMullen (Colac Area Health), Alan Billing (Victorian Farmers Federation), Alan O'Bourne (Victorian Farmers Federation), Terry Bramham (Macquarie Local Government Lawyers), Clare McCartin (Davidson), Cameron Norton (Davidson)

APOLOGIES:

Cr Hart (attended Employment Issues item via Skype, 1.30pm – 3.40pm)
Cr Smith (apology for Employment Issues item, 1.30pm – 3.40pm)

ABSENT:

Cr Smith (apology for Employment Issues item, 1.30pm – 3.40pm)

Meeting commenced at 10.11am

Declaration of Interest		Item	Reason
Having declared a conflict of interest, Cr Woodcroft left the meeting at 11.30am; returned at 11.48am.	Cr Woodcroft	Special Charge Scheme - Hearn and Armstrong Streets, Colac - Drainage – Submissions	Direct interest – I stand to benefit or lose out depending on the decision.

Councillor Briefing

Time	Item	Attendees
10.11am – 10.19am	Proposed Council Meeting Dates 2018 Cr Woodcroft attended the meeting at 10.15am	Sarah McKew
10.19am – 10.24am	Instruments of Delegation - Committees *Action: Tony McGann to provide more information regarding Pennyroyal Hall (condition, usage, etc.)*	Sarah McKew
10.24am – 10.26am	Election of the Mayor and Election of the Deputy Mayor	Sarah McKew

Councillor Briefing – 18 October 2017

Councillor Briefing (continued)		
Time	Item	Attendees
10.26am – 10.27am	Appointments of Councillors to Internal Committees	Sarah McKew
10.27am – 10.59am	Appointments of Councillors to Committees and External Bodies *Action: Gareth Smith to check the Terms of Reference for Weeds Consultative Committee and advise the number of Councillors required.* *Action: Colac Otway Shire can facilitate teleconferencing for Councillors needing to attend external meetings for Committees of Council, if required.* *Action: Sarah McKew to research the Australian Rural Roads Committee membership and provide information to Councillors.*	Sarah McKew
10.59am – 11.08am	Break	
11.08am – 11.18am	Draft Corangamite Regional Floodplain Management Strategy	
11.18am – 11.23am	Governance	
11.23am – 11.30am	Break	
11.30am – 11.48am	Special Charge Scheme - Hearn and Armstrong Streets, Colac - Drainage – Submissions Having declared a conflict of interest, Cr Woodcroft left the meeting at 11.30am; returned at 11.48am.	Stephen Wright
11.48am – 12.00pm	Break Cr McCracken attended the meeting at 11.50am	
12.00pm – 12.37pm	Rural and Regional Local Government Youth Engagement Program	Greg Fletcher Sue Ryan Emmie McMullen

Councillor Briefing – 18 October 2017

Councillor Briefing (continued)		
Time	**Item**	**Attendees**
12.37pm – 1.30pm	Break	
1.30pm – 3.40pm	Employment issues Cr Hart attended the meeting (via Skype) at 1.30pm; left the meeting at 3.40pm.	Trevor Olsson Terry Bramham Clare McCartin Cameron Norton
3.40pm – 3.50pm	Break	
3.50pm – 4.40pm	Rating Strategy Community Consultation Workshop No 2 Cr Schram left the meeting at 3.50pm and did not return. Cr Woodcroft left the meeting at 4.29pm and did not return.	Paul Carmichael Alan Billing Alan O'Bourne
4.40pm – 5.05pm	General Business 13 December 2017 commencement time - Apollo Bay Resort - Quarry - RV Friendly - Australia Day Working Group - Draft Colac Stormwater Development Strategy	
5.05pm	Meeting Closed	

Councillor Briefing – 18 October 2017

Assembly of Councillors

INVITEES:

Cr Smith, Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Robert Dobrzynski, Errol Lawrence, Tony McGann, Gareth Smith

ATTENDEES:

Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Robert Dobrzynski, Errol Lawrence, Tony McGann, Gareth Smith, Stewart Anderson, Graeme Murphy

EXTERNAL ATTENDEES:

Unni Menon (Regional Development Victoria), Kylie Warne (Barwon Regional Partnership)

APOLOGIES:

Gareth Smith

ABSENT:

Cr Smith

Meeting commenced at 11.18am.

Declarations of Interest		Item	Reason
Having declared a conflict of interest, Cr Potter left the meeting at 11.46am; returned at 12.14pm.	Cr Potter	Bluewater	Indirect interest – Cousin is a director of BDH; a company involved in mediation with Colac Otway Shire and may be a party to legal action.
Having declared a conflict of interest, Cr Woodcroft left the meeting at 2.46pm; returned at 2.55pm.	Cr Woodcroft	Pre-Council Meeting preparation – OM172510-5 - Declare Special Charge Scheme - Hearn and Armstrong Streets Colac - Drainage	Direct interest – I stand to benefit or lose depending on the decision taken by Council. I own property within the scope of the Special Charge Scheme.

Councillor Briefing (continued)

Time	Item	Attendees
11.18am – 11.41am	Draft Domestic Animal Management Plan *Action: Stewart Anderson to engage with Governance to arrange a time for Leigh Barrett to present to Councillor Briefing.*	Stewart Anderson Graeme Murphy
11.41am – 11.46am	Discussion on Declaration of Interest	
11.46am – 12.14pm	Bluewater Having declared a conflict of interest, Cr Potter left the meeting at 11.46am; returned at 12.14pm. Cr McCracken attended the meeting at 11.48am. Cr Schram left the meeting at 11.50am; returned at 12.07pm.	
12.14pm – 12.35pm	Acting CEO presentation • Rural and Regional Comparative Disadvantage Cr Woodcroft left the meeting at 12.29pm.	
12.35pm – 1.40pm	Break	
1.40pm – 2.08pm	Barwon Regional Partnership Cr Woodcroft returned to the meeting at 1.40pm. Cr McCracken left the meeting at 1.50pm.	Unni Menon Kylie Warne
2.08pm – 2.22pm	Break	
2.22pm – 3.35pm	Pre-Council meeting preparation Having declared a conflict of interest regarding Special Charge Scheme – Hearn and Armstrong Streets Colac - Drainage, Cr Woodcroft left the meeting at 2.46pm; returned at 2.55pm. Cr McCracken returned to the meeting at 3.06pm. Cr Woodcroft left the meeting at 3.14pm and did not return. Cr Schram left the meeting at 3.28pm and did not return.	
3.35pm	Meeting closed	

Colac Otway
SHIRE

Assembly of Councillors Record

This Form MUST be completed by the attending Council Officer and returned IMMEDIATELY to Document Management Co-ordinator for filing. A copy of the completed form must be provided to the Executive Officer to the CEO, Mayor & Councillors for reporting at the next Ordinary Council Meeting. *{See over for Explanation/Guide Notes}*

Assembly Details:

Date: 31 , 10 , 17

Time: 1:00 ...am/pm

Assembly Location: COPACC
(some e.g's. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices – Nelson Street, Apollo Bay

In Attendance:

Councillors: Jason Schram / /

/ / /

Officer/s: Stewart Anderson / /

/ / /

Matter/s Discussed: Lake Committee Agenda Items
e.g Water level, Environment Action Plan.
(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

Conflict of Interest Disclosures: (refer page 5)

Councillors: N.A / / /

/ / /

Officer/s: N. A / / /

/ / /

Left meeting at: ....

Completed by: ....

Assembly of Councillors

INVITEES:

Cr Smith, Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Robert Dobrzynski, Errol Lawrence, Tony McGann, Gareth Smith

ATTENDEES:

Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Robert Dobrzynski, Errol Lawrence, Tony McGann, Gareth Smith, Doug McNeill, Bláithín Butler, Debbie Leeson-Rabie, Suzanne Barker, Gary Warrener, Daniel Fogarty, Nicole Frampton

EXTERNAL ATTENDEES:

Greg Parry (Marine Ecological Solutions), Bill Fox (Bill Fox & Associates Pty Ltd), Elaine Carbines (G21), Bill Mithen (G21)

APOLOGIES:

Nil

ABSENT:

Cr Smith

Meeting commenced at 11.05am.

Declarations of Interest		Item	Reason
Having declared a conflict of interest, Cr Hart left the meeting at 4.28pm; returned at 4.32pm.	Cr Hart	Priority Projects – Lavers Hill to Crowes and Melba Gully Trail Plan Implementation	Direct interest – Section 78 May affect my residential amenity. Proposed trail is past my home property.
Cr Schram did not leave the meeting – indirect interest.	Cr Schram	Priority Projects – Colac to Cororooke Shared Pathway	Indirect interest – Wife's parents own property bordering proposed pathway.

Councillor Briefing		
Time	**Item**	**Attendees**
11.11am – 11.24am	Planning Services Review - Implementation Update Cr Woodcroft left the meeting at 11.13am; returned at 11.17am	Doug McNeill

Councillor Briefing (continued)		
Time	**Item**	**Attendees**
11.24am – 11.51am	Planning Committee Report - PP185/2017-1 31-33 Murray Street Colac	Doug McNeill Bláithín Butler
11.51am – 12.11pm	Port of Apollo Bay Management Agreement Cr Hart left the meeting at 11.53am. Cr McCracken attended the meeting at 12.06pm.	Debbie Leeson-Rabie Greg Parry
12.11pm – 12.36pm	Colac Civic Precinct	Suzanne Barker Gary Warrener Doug McNeill
12.36pm – 12.39pm	Break	
12.39pm – 1.00pm	Council briefing post-community consultation	Daniel Fogarty
1.00pm – 1.58pm	Break	
1.58pm – 2.45pm	Colac Hotel Accommodation Investigation Cr Hart returned to the meeting at 1.58pm.	Gary Warrener Bill Fox
2.45pm – 2.50pm	Break	
2.50pm – 3.15pm	G21 presentation	Elaine Carbines Bill Mithen
3.15pm – 3.18pm	Break	
3.18pm – 3.29pm	Library Services Review Cr Hanson left the meeting at 3.18pm; returned at 3.36pm	Nicole Frampton
3.29pm – 3.38pm	Wye River & Separation Creek Bushfire Funding Expenditure	

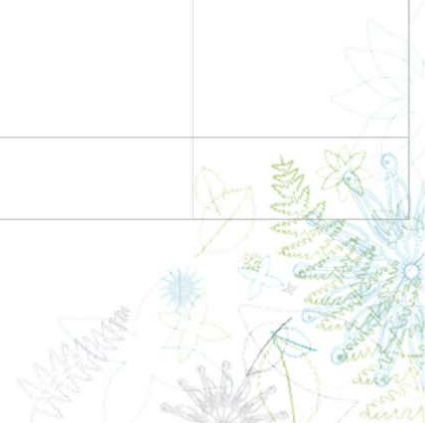| Councillor Briefing (continued)		
Time	**Item**	**Attendees**
3.38pm – 3.44pm	Break	
3.44pm – 4.38pm	Priority Projects *Action: Cr Potter requested hard copies of attachments* Having declared a conflict of interest, Cr Hart left the meeting at 4.28pm; returned at 4.32pm. Cr McCracken left the meeting at 4.16pm; returned at 4.18pm. Cr Woodcroft left the meeting at 4.32pm; returned at 4.33pm.	

4.38pm – 5.06pm	General Business
	• Community clean-up day on lake foreshore
	    Action: Tony McGann to liaise with Cr McCracken to discuss extent
	• CBD
	• Number of bins in CBD project
	    Action: Errol Lawrence to investigate if the recycling from kerbside is going to recycling, bin audits and recycling bin statistics.
	• Limited distance motor trial complex
	• Community awards
	• Forrest Caravan Park	

5.06pm	Meeting closed	

Colac Otway
SHIRE

Assembly of Councillors

INVITEES:

Cr Smith, Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Robert Dobrzynski, Errol Lawrence, Tony McGann, Gareth Smith

ATTENDEES:

Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Robert Dobrzynski, Errol Lawrence, Tony McGann, Gareth Smith, Doug McNeill, Bláithín Butler, Daniel Fogarty, Paul Carmichael

EXTERNAL ATTENDEES:

Richard Riordan MP (Member for Polwarth)

APOLOGIES:

Cr Smith

ABSENT:

Nil

Meeting commenced at 11.18am

Declarations of Interest		Item	Reason
Having declared a conflict of interest, Cr Hanson attended the meeting at 11.34pm.	Cr Hanson	Mooleric Road Quarry	Indirect interest – Section 78 Direct interest in windfarm and windfarm has become tangled in quarry development.
Having declared a conflict of interest, Cr Potter left the meeting at 3.15pm and did not return.	Cr Potter	Planning Meeting preparation – Planning application PP185/2017-1	Indirect interest – Section 78A & 78B Councillor holds a position on the board of the Colac RSL which is in close proximity to premises subject to the application and could be financially affected by the decision of Council.

Colac Otway SHIRE

Councillor Briefing		
Time	**Item**	**Attendees**
11.18am – 11.34am	Mooleric Road Quarry *Action: Tony McGann to confirm defects liability period on MCG works (road)*	Doug McNeill Bláithín Butler
11.34am – 12.17pm	Lake Colac Water Management Plan and Great Ocean Road Parking Permit Having declared a conflict of interest, Cr Hanson attended the meeting at 11.34am. Cr McCracken attended the meeting at 11.46am.	Richard Riordan
12.17pm – 12.25pm	Break	
12.25pm – 12.30pm	Great Ocean Road Task Force	
12.30pm – 12.56pm	Sister City opportunity Cr Potter attended the meeting at 12.35pm.	
12.56pm – 2.05pm	Break	
2.05pm – 2.20pm	Rating Strategy - Green Paper Adoption	Daniel Fogarty Paul Carmichael
2.20pm – 2.21pm	Wye River & Separation Creek Bushfire Reviews	
2.21pm – 2.55pm	General Business • Priority Projects scoring • Appetite for a briefing on 29 November 2017 • AFL game • Apollo Bay resort update	
2.55pm – 3.10pm	Break	

Councillor Briefing (continued)

Time	Item	Attendees
3.10pm – 3.42pm	Planning Meeting and Special Council Meeting preparation Having declared a conflict of interest, Cr Potter left the meeting at 3.15pm and did not return. Cr Schram attended the meeting at 3.13pm. Cr Woodcroft left the meeting at 3.30pm; returned at 3.38pm.	Bláithín Butler
3.42pm	Meeting closed	

Colac Otway
SHIRE

Assembly of Councillors Record

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Assembly Details: Colac Saleyards Advisory Committee

Date: 10 November 2017

Time: 2.00pm – 4.00pm

Assembly Location: .Colac Regional Saleyards, Ballarat Road Colac

(some e.g's. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices – Nelson Street, Apollo Bay

In Attendance:

Councillors: Cr Smith

Officer/s: Gary Warrener/ Gareth Smith/ Graeme Riches

Matter/s Discussed   Saleyards operations

....
(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

Conflict of Interest Disclosures: (refer page 5)

Councillors: Cr C Smith, .../.................../...................

........................./.................../.................../...................

Officer/s: Gary Warrener .... ,Gareth Smith ,...................

Graeme Riches ..../.................../...................

Left meeting at: No conflict of interest declared

Completed by: ....

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