



ORDINARY COUNCIL MEETING

AGENDA

WEDNESDAY 28 FEBRUARY 2018

AT 4PM

COPACC

Next Council Meeting: 28 March 2018
Apollo Bay Senior Citizens' Centre

COLAC OTWAY SHIRE ORDINARY COUNCIL MEETING

28 FEBRUARY 2018

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COLAC OTWAY SHIRE COUNCIL ORDINARY MEETING

NOTICE is hereby given that the next **ORDINARY COUNCIL MEETING OF THE COLAC OTWAY SHIRE COUNCIL** will be held at COPACC on 28 February 2018 at 4pm.

AGENDA

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

2. 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

8. DECLARATIONS 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 24 January 2018.**
- **Special Council Meeting held on 7 February 2018.**

Recommendation

That Council confirm the above minutes.

ORDINARY COUNCIL MEETING

FORMER COLAC HIGH SCHOOL SITE - POTENTIAL FOR REGIONAL OPEN SPACE RESERVE

OM182802-1

LOCATION / ADDRESS	Former Colac High School Site	GENERAL MANAGER	Ian Seuren
OFFICER	Ian Seuren	DEPARTMENT	Infrastructure & Leisure Services
TRIM FILE	F17/6538	CONFIDENTIAL	No
ATTACHMENTS	Nil		
PURPOSE	To seek Council's support to advocate to the State Government for the balance of the former Colac High School Site for a regional active open space		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

The former Colac High School site has great potential to become a regional sports facility given its size and location. The potential for the site has been explored in greater detail since Council last advocated to the State Government for 30% of the land for open space purposes.

Officers have been reviewing the school site and its strategic potential as part of the preparation of a development plan for the Colac west development plan area, which adjoins the former school site to the west (shown in the location plan in Section 1 of this report). The land has also been examined more broadly as part of the Colac 2050 project.

The development planning process is being undertaken in consultation with the affected land owners – that plan is not the subject of this report, and will be separately reported to Council over the coming months. Council officers have also considered the open space and recreational needs for Colac as part of the Colac 2050 background assessments, and further considered soccer needs through an assessment which considers a number of different locations in Colac for soccer pitches. The Colac Community Infrastructure Plan had specifically identified that there is a deficit of facilities for this sport within the town.

The location of the former High School site lends itself to providing a key community focus and asset in an area which lacks access to major recreational open space facilities, and has a high level of social disadvantage. The land has potential to be used for active and passive recreation including a district play space to facilitate its use by a broad section of the community, subject to a master planning process. The key issue is however that the 30% land area allocated for open space purposes is insufficient to cater for a range of active recreational facilities in addition to passive open space uses.

In the first instance, it is recommended that Council advocate to the State Government to gift the whole of the land to Council on behalf of the Colac community given its strategic potential for active open space purposes in an area of high need due to social disadvantage. Should this not be possible, there is potential to explore other avenues to purchase the land funded through public open space contributions allocated for Colac. This however will have budget implications for Council and is not the preferred option.

A further 4ha in addition to the 30% already committed (2.5ha) would allow for the development of a regional active open space with an area of approximately 6.5ha. A master planning exercise could determine the exact area required for various recreational, open space and community uses. This also presumes that Department of Education and Training (DET) have decontaminated the site, which would be a requirement for the land to be used for open space.

It is suggested that there is sufficient merit to commence discussions with the Department of Treasury and Finance (DTF) who are now responsible for the disposal of the State Government land, and express Council's interest in acquiring more of the site for regional active open space.

3. RECOMMENDATION

That Council:

- 1. Notes that the State Government has provided in-principle agreement to provide 30% (approx. 2.5ha) of the former Colac High School site to Council as public open space;*
- 2. Writes to the Department of Treasury and Finance requesting an additional 4ha of the former Colac High School site for the purposes of active and passive public open space;*
- 3. Requests that the 4ha of land be in addition, and adjacent to, the 2.5ha previously agreed in-principle to be provided to Council by the State Government;*
- 4. Requests that the land is not encumbered by the existing heritage building and is free from contamination.*

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The former Colac High School site is an 8.7 hectare parcel of land on the western edge of Colac. The school closed in 2009 following the merger of the Colac High School and Colac College to form the Colac Secondary College, with the new school developed on the former Colac College site.

Since that time the State Government has indicated its desire to sell the land.

In August 2014, Council received correspondence from the Department of Education and Training (DET) stating its intention that the Colac property, as well as former school sites at Cressy and Swan Marsh, be disposed of in accordance with government policy.

Further correspondence was received from the Department of Treasury and Finance (DTF) in October 2015 specifically advising that the Colac High School and Cressy school are to be offered for sale.

Many members of the Colac community have a strong affinity with the former Colac High School site and have supported for a number of years the proposal of retaining some, if not all of the site in public ownership. It has been on this basis that Council has strongly advocated over many years for retention of the site, or at least part of the site, for public use.

At its meeting on December 2015, Council resolved to seek a contribution of land from DET equating to 30% of the former Colac High School site. The request for 30% of the site area was based on the estimated open space contributions for development of the Colac site in addition to future open space contributions payable from two other school closures in Cressy and Swan Marsh. The request for this area did not consider the potential land requirements of a regional open space for specific sports. The request also included that the land be located to the north boundary of the site and not encumbered by buildings.

As part of the request, it was stated that there is a need for future development of the remaining land to incorporate off-road pedestrian linkages from the Princes Highway to the proposed open space.

DET has expressed its 'in principle' support for the approach to the provision of open space proposed by Council. It will mean that subject to this commitment being met for the Colac site, 30% of the property will be retained for public open space purposes.

DET has also expressed its intention to rezone the site, and has demolished all buildings except for the heritage listed former school administration building. It is expected the rezoning and disposal of the land will occur sometime during the course of this year.

A key issue to resolve is that minor contamination of parts of the site has been identified through the due diligence process of DET in the disposal process. This contamination relates to activities undertaken through use of the site as a school. For example, there is a former underground oil tank within the now demolished group of buildings on the Colac site which has resulted in soil around the tank being contaminated with hydrocarbons that need to be removed. There are also other contaminants across a small number of locations which would need to be managed if the land was developed for residential or public open space purposes. Elements of asbestos have been found in the site of the former buildings.

Officers have previously expressed the view to DET that any site contamination should be removed prior to rezoning and sale of the site to facilitate development of the site in accordance with their future zoning in an unencumbered way. This is considered important given the low value of the site compared to potential clean-up costs for future land owners / developers.

KEY INFORMATION

Through the facilitation of a development plan process for the Colac West development plan area and preliminary work for the Colac 2050 Growth Plan, a number of strategic open space opportunities have become apparent, and have highlighted the importance of the former school site and potential road connection opportunities in and around this area.

Given the development planning process which will be brought to Council in a future meeting, and imminent rezoning and disposal of the surplus government land at the former High School site, it is considered important to gain support from Council to pursue discussions with the State Government about the future of the balance of the former high school land.

Former Colac High School Site – potential for regional active open space

The former High School site has great potential to become a regional active open space given its size and location. Council officers have considered the open space and recreational needs for Colac as part of the Colac 2050 background assessments, and further considered soccer needs through an assessment which considers a number of different locations in Colac for soccer pitches. This is because the Colac Community Infrastructure Plan specifically identified that there is a deficit of facilities for this sport within the town.

There is an opportunity to co-locate a number of active recreational uses, as well as creating a district play space and passive open space area, subject to a master planning process. Furthermore, the location of the land lends itself to providing a key community focus and asset in an area which lacks access to active open space facilities, and has a high level of social disadvantage.

The below map indicates that a significant portion of properties in an area of high social disadvantage in Colac west would have access within a 400m radius (or five minute walk) to an active open space area on the former high school site. Furthermore, the development plan area in Colac west would also potentially be serviced by the former high school site for open space purposes, in addition to an extended open space corridor on Lake Colac's foreshore and an open space corridor on the Deans Creek (subject to the outcomes of the Colac 2050 Growth Plan).

Former Colac High School Site - Access to Open Space



Map showing access to areas of potential public open space in Colac west

The key issue is however that the 30% land area allocated for open space purposes is insufficient to cater for active sports facilities in addition to passive open space.

Since the 'in principle' agreement to transfer the rear 30% of the former High School site to Council for the purposes of open space, officers have undertaken further investigation in relation to recreational needs in Colac, particularly in relation to soccer.

The Colac Community Infrastructure Assessment identified the existing deficit in relation to the provision of suitable soccer facilities for the town. There is a demonstrated need to adequately cater for current and projected growth in the sport to facilitate participation across age groups and gender at a local level. The sport is internationally recognised not only as an important world sport, but also because of the social and cultural activities which it generates within local communities particularly across communities from varying socio-economic and cultural backgrounds.

The sport also has the potential to attract funding through FIFA and government if sufficient land is allocated to be able to provide regional level facilities to suit regional sporting competitions. Such funding could be leveraged to construct facilities in the future.

Whilst this may seem a remote prospect given current participation levels, with the growth expected in the region and the delivery of quality facilities, it can be expected that participation levels will rise significantly as has been demonstrated in other neighbouring municipalities.

The Colac Otway Rovers AFC, which compete within the Football Federation Victoria (FFV) Geelong Region do not have dedicated facilities and currently hold games at the Beeac Recreation Reserve. Training is undertaken on the hockey pitch at Colac's Central Reserve which is undersized and not ideal for soccer.

Predictions for demand for the sport into the future suggest the need for 3 to 4 pitches, depending on surface finishes (the overall pitch numbers could be reduced from 4 to 2 if synthetic turf were installed to reduce wear and tear related issues with a grass surface).

Whilst the draft soccer investigation provided the first step in considering a number of different potential sites which could be used to cater for the sport, the former Colac High School site was a stand-out long-term solution if additional land could be secured. This was because of its size and location.

There may be potential to incorporate different active recreation uses on the site. Multi-sport and community facilities are more likely to attract funding from federal and state bodies over single sport facilities. It is therefore considered preferential to combine any future regional facility for a number of compatible sports and community uses. This should be the subject of a future master planning process considering facility deficits in other sports including but not limited to baseball and other rectangular sports.

The former Colac High School site has clear potential to become a regional active space, district play space, and community facility, to cater for a number of different sports and community uses if the site could be used for public open space and community uses in its entirety or as a larger area.

A further 4ha in addition to the 30% already secured would allow for the development of a regional active open space with a total area of approximately 6.5ha (as shown in the following map). A master planning exercise could determine the exact area required for various recreational, open space and community uses. This also presumes that DET have decontaminated the site, which would be a requirement for the land to be used for open space or residential purposes.

Former Colac High School Site - Potential Area for Regional Open Space



Whilst it is acknowledged that some in the community have put forward options such as non-residential uses for the highway frontage including a Visitor Information Centre, caravan parking area, or use as a caravan park, it is considered that a master planning exercise may be able to explore some of these options. Also, whilst there is merit in developing a modern caravan park facility in Colac, it is considered that a caravan park could be located elsewhere in the town and the site has more strategic and community value as open space and ancillary community facilities.

It is suggested that there is sufficient merit to commence discussions with the Department of Treasury and Finance (DTF) who are now responsible for the disposal of the land, and to express Council's interest in acquiring the remainder of the land. It is considered important at this stage to ensure the site's future as open space in the first instance.

The preferred option is to commence discussions with State Government to request a total area of at least 6.5ha (inclusive of the 30% percent already allocated to Council) to enable the development of active recreational facilities. This is particularly given the need to provide quality active open space facilities to service this important area of Colac. There is potential for Council to consider the use of funds received as open space contributions from subdivision in Colac (including future subdivision in the adjoining Colac West area) to acquire the site if the State Government declines to gift the land to Council, although this will have financial implications for Council. It should be noted that this is not Council's preferred option.

Of further note, Council officers have been in discussions with the landowners of the development plan area and have commenced facilitating the development plan's preparation. This will ensure an efficient road layout and strategic response to the area which achieves a number of key principles including:

- Providing street frontages to all open spaces including the former school site and the lake to provide good access and ensure good urban design outcomes.
- Providing north-south and east-west lot orientation to ensure appropriate solar access for future buildings.
- Ensuring direct access through to the lake from the highway.
- Facilitating street connections into the existing part of Colac to the east to improve the overall connectivity with the rest of the town for all including pedestrian and cyclists by providing direct routes.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Consultation over many years in relation to the former High School site has confirmed the community's interest in the land. There have also been ongoing discussions with a number of sporting clubs about their lack of suitable facilities in Colac. Should Council indicate their support for pursuing discussions with DTF in relation to acquiring all or part of the land with a formal Council resolution, officers will inform the community through a media release of Council's position. Officers would also commence more detailed discussions with relevant local sporting organisations.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Facilitating a recreational facility at the former Colac High School site is aligned to 'Theme 3: Our community' and its goal for the 'provision of resources to support physical activity by the community'.

Acquiring part of the former Colac High School site is a Priority Project of Council, as endorsed at its January 2018 Ordinary Meeting. Council will seek to continue to advocate to the State Government until the land is actually transferred. Further, the Priority Project description describes the opportunity identified to increase the amount of open space on the High School site to facilitate the construction of soccer fields. This requires discussions with the Department, to seek additional land.

ENVIRONMENTAL IMPLICATIONS

An examination of further environmental implications would be conducted as part of any future master planning and development of the facility.

SOCIAL & CULTURAL IMPLICATIONS

A regional recreation and community facility in Colac west could provide significant health and social benefits for our community, particularly in an area with high social disadvantage and a deficit in access to a significant area of active open space. The former high school site is strategically located to service the area with active open space within a 5 minute walk to many homes in the Colac West area, and also the new development area to the west of the site. An active open space would provide a key community focus to contribute to the area's social development and health and wellbeing related outcomes with improved infrastructure.

ECONOMIC IMPLICATIONS

The provision of recreational and community facilities provides indirect economic benefits through contributing to liveability, providing access to recreational experiences, and promoting activity and healthy lifestyles.

LEGAL & RISK IMPLICATIONS

The risk of missing the opportunity of securing the land is that any future regional facility may not be as well located for community benefit as the former High School site.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

If the State Government gifts the land to Council, then future improvements to the land to facilitate the development of the site for open space purposes could be funded through grants, future budget processes and/or public open space contributions.

Should the State Government decline to gift the land to Council, then acquisition of further land on the former Colac High School site could be partially or entirely funded through future public open space contributions, albeit as part of future subdivision of the land in the Colac west development plan area (or beyond). It is likely Council would initially have to allocate a budget for its acquisition. It could also draw on current open space contributions allocated to Colac from previously approved subdivisions to pay for the land in part. Further avenues could be investigated through discussions with State Government.

It is considered important to pursue discussions in the first instance to secure the land and use subsequent grant and budget processes over the coming years to assist with the construction of any future facilities.

7. IMPLEMENTATION STRATEGY

DETAILS

Should Council resolve to pursue discussions with the DTF in relation to the acquisition of the balance or part thereof of the former Colac High School site with a formal resolution, officers will commence discussions with State Government.

COMMUNICATION

Should Council resolve to pursue discussions with DTF in relation to the acquisition of the balance or part thereof of the former Colac High School site, officers will commence discussions with the relevant sporting clubs, and work with the Shire's public relations team to communicate Council's formal position to the broader community.

TIMELINE

Subject to Council's resolution, Council officers will commence discussions with State Government in the short term.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

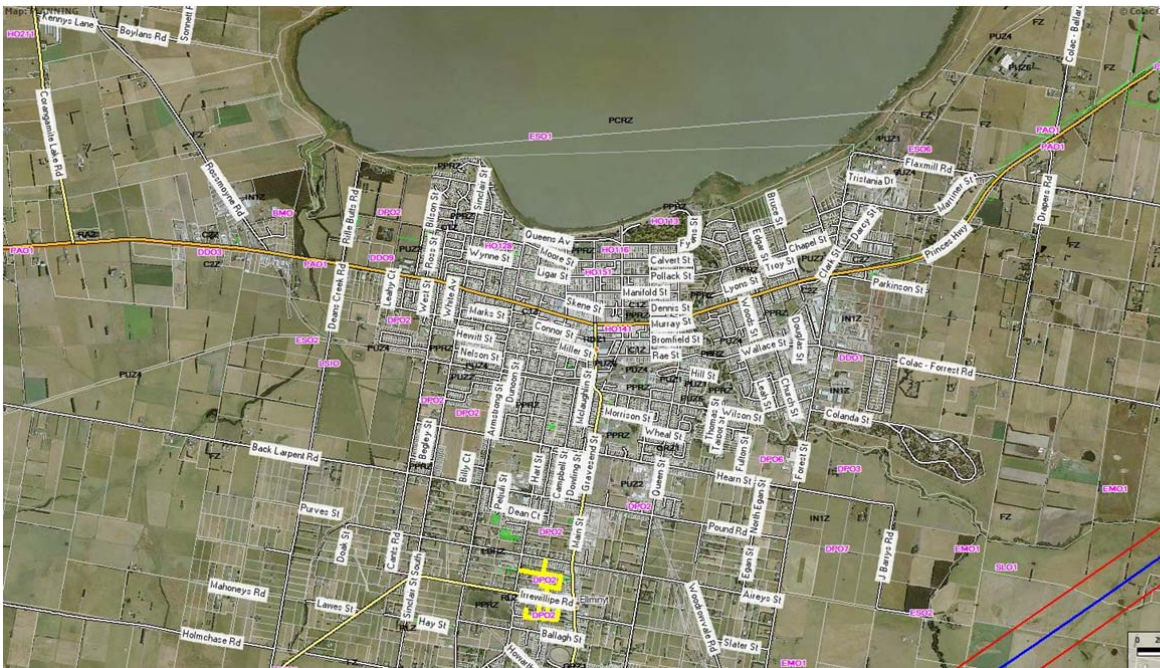
ORDINARY COUNCIL MEETING

COLAC 2050 GROWTH PLAN – CITIZENS' JURY RECOMMENDATIONS

OM182802-2

LOCATION / ADDRESS	Colac	GENERAL MANAGER	Gareth Smith
OFFICER	Suzanne Barker	DEPARTMENT	Development & Community Services
TRIM FILE	F17/6554	CONFIDENTIAL	No
ATTACHMENTS	1. Colac 2050 Citizens Jury Report - Final Version - Close of Day Four - 4 February 2018 To provide the Council with an overview of the Colac 2050 Citizens' Jury process, note their recommendations, and seek Council's endorsement to use the jury's recommendations to inform and guide the preparation of the draft Colac 2050 Growth Plan		
PURPOSE			

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

The Colac 2050 Growth Plan project commenced early in 2015 and is set to deliver a Growth Plan including a revised township Framework Plan. The main purpose of these documents is to identify future areas for residential development amongst other matters.

At the September 2017 meeting, Council resolved to note the outcomes of the first phase of consultation and refer the outcomes from this to the Colac 2050 Citizens' Jury.

Since Council's September resolution, the Colac 2050 Citizens' Jury process has been completed.

The Jury sat across three days in October and November 2017, and a fourth day in February 2018 to deliberate on three questions which Council has asked of them. These questions were:

- How and where should Colac grow?
- What facilities, infrastructure, or services are needed for a population of 20,000?
- How should Council fund the growth of Colac?

The jury were provided with a range of background information, expert presentations, and facilitated sessions to help them consider the range of issues which influence planning for growth.

They prepared an interim report on their third day. Responding to feedback from the jury, Council requested that the jury reconvene for a fourth day to finalise their report. The report makes recommendations to Council, as attached.

It is recommended that Council endorse the use of the jury's recommendation to form the basis for officer development of the draft Colac 2050 Growth Plan early in 2018.

3. RECOMMENDATION

That Council resolves to:

- 1. Accept the Colac 2050 Citizens' Jury Report which documents the jury's recommendations from the second phase of community consultation for the Colac 2050 Growth Plan.*
- 2. Use the jury's recommendations, along with the Stage 1 consultation, to inform and guide the preparation of the draft Colac 2050 Growth Plan, which will be considered by Council early in 2018.*
- 3. Thank the citizen jury members for their contribution to the jury process.*

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The Colac 2050 Growth Plan project commenced early in 2015 and is set to deliver a Growth Plan including a revised township Framework Plan. The main purpose of these documents is to identify future areas for residential development amongst other matters. This project helps Council fulfil its obligation under the *Planning and Environment Act* (1987) to ensure the orderly planning of the area and accommodate at least 15 years' supply of appropriately zoned land for residential purposes.

At the September 2017 meeting, Council resolved to note the outcomes of the first phase of consultation and refer the outcomes from this to the Colac 2050 Citizens' Jury. The Citizens' Jury forms the basis of phase two of the community engagement process designed for the project.

Citizens' juries involve the wider community in decision-making processes by making recommendations to Council (who remain the statutory decision maker). Juries use a representative sample of citizens selected in a random and then stratified manner so that the final jury reflects the demographic profile of the community.

Since Council's September resolution, the Colac 2050 Citizen Jury has been recruited, and has undertaken their deliberations in relation to a number of questions which Council asked of them. These questions were:

- How and where should Colac grow?
- What facilities, infrastructure, or services are needed for a population of 20,000?
- How should Council fund the growth of Colac?

This report provides Council with the key outcomes and recommendations from the jury.

KEY INFORMATION

Council appointed Liminal by Design to recruit and facilitate the citizens' jury process. An external consultant was appointed to ensure the independence of the jury from Council and the integrity of the process. The facilitation team was assisted by Steve Thorne of Design Urban, an independent urban design expert whose role was to help the jury contemplate how and where Colac should grow.

The jury were recruited from across the Shire. All households and non-resident ratepayers were invited to express interest to become a member of the jury. Jury members had to be at least 18 years of age, be a resident or rate payer of the Shire.

The recruitment process was publicised broadly via social media, advertising in the Colac Herald and local radio, as well as direct notification via mail.

Of the 98 people who expressed interest, 46 jurors were selected. The jury was selected to represent a cross section of the Colac and Shire community based on age, gender and place of residence.

A number of selected jurors did not attend all the jury sessions or withdrew during the course of the jury process for varying reasons, but primarily personal (whilst jurors signed up to a three day commitment, personal circumstances inevitably arose for some that prevented them attending all days, e.g. family illness, funeral, work commitments, etc.). The number of jurors at the end of the third jury day was 33.

The jury reconvened for a fourth unscheduled day at the request of Council in response to feedback from some of the jurors. The final number of jurors for the fourth day was 23. Again, a number of jurors identified that they could not attend the fourth day due to other commitments or illness. Two jurors resigned after the third session because they felt they could no longer commit further time to the process (which was originally promoted as a three day commitment). Many of the jurors who were unable to attend the fourth day expressed their support and well wishes to the jurors for the fourth day.

The citizens' jury met over three days (Saturday 28 October, Sunday 12 November and Saturday 25 November) and the fourth day was held on Sunday 4 February 2018.

An information session was held three weeks before the first formal jury session. The jury were provided with relevant background information including:

- *Colac 2050 Growth Plan Background Report* and references
- *Colac 2050 Growth Plan "What we Heard" Report* and *Addendum*
- Other background information such as maps.

All information was publicly available to the broader community via Council's website.

Over the course of the first three days, the jury was presented with detailed information to help them answer their three questions. During the first two days, the jury heard from a number of experts in the areas of:

- Stormwater/drainage management and integrated water management
- Heritage
- Land use planning
- Urban design
- Development planning and funding infrastructure
- Community infrastructure and demographics.

The jury were also assisted by Council staff who responded to questions seeking clarification or technical detail.

The jury also heard from a number of submitters from the phase one consultation process. This was then followed by a session where members of the jury shared what they heard from submitters, as well as an overview of the broader outcomes of phase one consultation.

The jury also participated in facilitated sessions which helped them develop their principles for growth as well as a vision for Colac to 2050. Sessions also helped them consider in further detail where Colac should grow, as well as what infrastructure is needed for a future population, and how Council should fund the growth of Colac.

The jury developed decision making criteria to help inform their recommendations. Their key decision criteria are summarised as follows:

- *Is good for Colac people of diverse ages, backgrounds and abilities into the future (social sustainability)*
- *Is in keeping with the regional city character of Colac and creates a mix of scale in Colac's urban design (social sustainability and connectivity)*
- *Is economically and financially sustainable for the long term not short-sighted (economic/financial sustainability)*
- *Enhances the environment and takes account of resources such as energy and water (environmental sustainability).*

On the third day, the jury contemplated in detail the pros and cons of developing a number of areas for both general residential and rural living uses. They undertook a voting process to ensure that there was consensus (at least 80% of the participants who agreed) with their final recommendations. Minority views were also expressed. These are views which were expressed by individuals or a small number of jury members and either did not undergo deliberation by the broader group or did not reach a consensus vote.

The fourth day provided the jury with an opportunity to refine their report and consider some aspects of their recommendations in further detail. The outcomes of the fourth day were assisted by two working groups which were created to undertake some of the 'leg work' prior to the final jury day. The first working group focussed on editing and formatting of the report. The second working group met over two afternoons to refine and develop the jury's principles for growth developed in response to question one – how should Colac grow? This group sorted and refined a list of matters identified by the broader jury during the first three days. This revised draft was then distributed to remaining jurors prior to the fourth day and formed the basis for discussions on the final day.

During the final day, the jurors discussed the changes made to the report, including the general edits, principles and vision, and areas table in further depth, and voted in support of the final report (as attached).

The report represents the concerted efforts of a group of people who were given a challenging task. They were asked complex questions, and were required to consider diverse and technical information. They showed great commitment, capability and spirit in their resolve as a group to make well considered recommendations to Council.

The jury have provided detailed recommendations to the questions noted earlier. In relation to how Colac should grow, the jury formulated the following vision:

"Our vision for Colac in 2050 is for a vibrant, safe, inclusive and technologically advanced regional city. A city focused on protecting its post-settlement and Aboriginal cultural heritage as well as the natural environment. Sustainability and livability are core concepts to create a city that is connected to meet the needs of all ages and abilities. A city characterised by its strong local multi-faceted economy, which provides business investment and employment opportunities. A city that is welcoming, engaging and attractive to visitors."

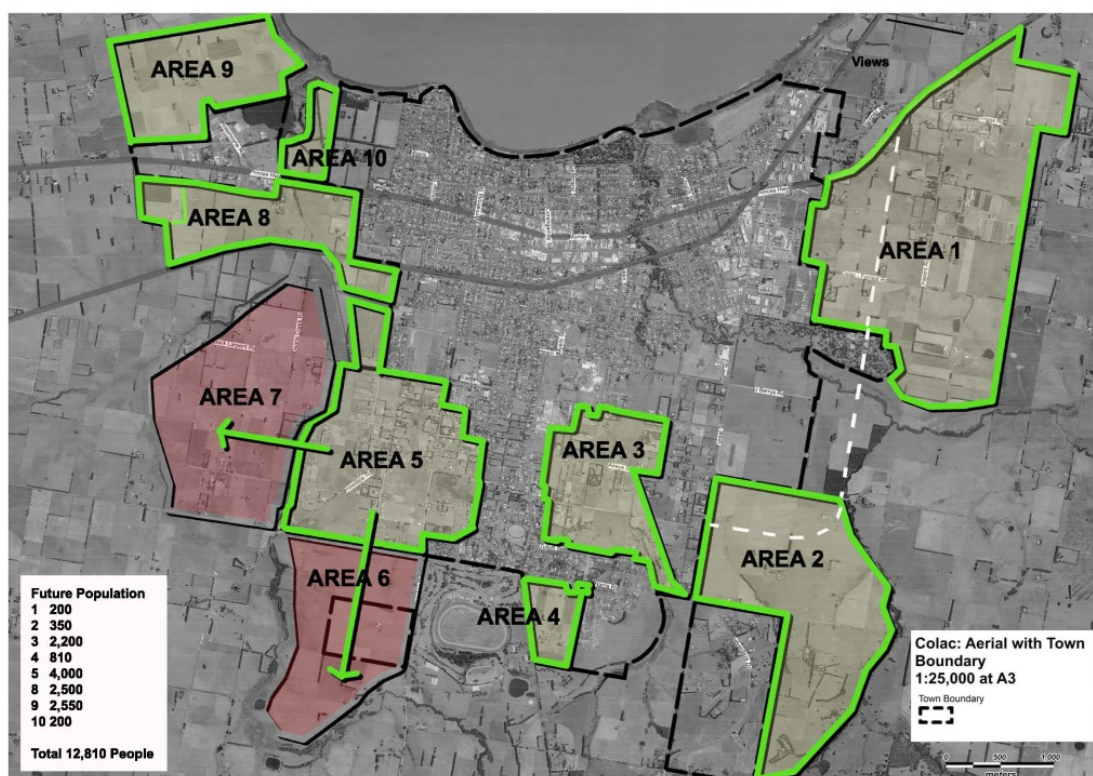
The jury developed principles for growth which were inspired by the following three over-arching concepts:

- **Diversity** in all facets of the future growth of Colac.
- **Sustainability**, in a social, economic and environmental sense.
- **Best practice**.

Their principles for growth considered the followed categories:

- **A healthy natural environment**
- **Social Sustainability**
- **Economic Development**
- **Governance**

In relation to where Colac should grow, the jury made recommendations in relation to areas which should be considered for both rural living and general residential uses. Their recommendations were cognisant of population projections and estimates of what population the individual areas could accommodate. In some areas they included conditions to guide how the development should occur. The areas where the jury recommends considering future growth are shown in the plan below.



The explanation of these areas is contained in the below table.

Area (as identified in table)	Location	Size	Population potential	Conditions
1	East East of the existing industrial areas. South of Princes Highway, including Draper's Road.	510ha	200 people	<ul style="list-style-type: none"> Re-zone from Farming to 'Rural Living'. Minimum lot sizes of 6.0ha.

2	South-East East of Forest Street. South of the extension of Aireys Street, including the land around Belvedere Drive & Woodrowvale Road.	263ha	350 people	<ul style="list-style-type: none"> To be developed after Area 1 (i.e. not immediately). Re-zone from Farming 'to Rural Living'. Minimum lot sizes of 1.2 ha.
3	East – 'infill' East of Colac Lavers Hill Road – which is currently zoned 'Rural Living'.	90.7 ha	2,200 people	<ul style="list-style-type: none"> Re-zone from Rural Living to 'General Residential'. Designate 'Beechy Rail Trail' corridor as an open space. walking track – (Caveat: some portions are currently private land). Ensure that the creek line can be used as a pedestrian connection. Flood issues must be dealt with. Encourage high density development closer to the city centre of town, and for larger parcels of land to be further away. Encourage a mix of lot sizes. <p>Refer to the following strategic documents:</p> <ul style="list-style-type: none"> Colac Integrated Water Cycle Management Plan Colac Active Transport Strategy
4	South Between Colac Lavers Hill Road and the Wyuna Estate in Elliminyt.	33.5 ha	810 people	<ul style="list-style-type: none"> Re-zone from Farming to 'General Residential'. Potentially, this area could include the wedge of land to its South as open space and to integrate with the 'Beechy Rail Trail'. <p>Refer to the following strategic documents:</p> <ul style="list-style-type: none"> Colac Active Transport Strategy

5	West – ‘infill’ Land currently zoned ‘Rural Living’. As well as a small area which is outside the current town boundaries (and currently zoned ‘Farming’).	206 ha	4,975 people	<ul style="list-style-type: none"> Re-zone from Rural Living to ‘General Residential’. Ensure that Deans Creek is protected. Ensure that the creek line can be used as a pedestrian connection. Flood issues must be dealt with. Encourage high density development closer to the city centre of town, and for larger parcels of land to be further away. Encourage a mix of lot sizes. <p>Refer to the following strategic documents:</p> <ul style="list-style-type: none"> Colac Integrated Water Cycle Management Plan Colac Active Transport Strategy
6 (long-term future residential area only)	South-West South of Harris Road. West of the Golf Course, including land that is currently zoned ‘Farming’; as well as a small area of undeveloped land which is currently zoned as ‘Low Density Residential’.	181 ha	3,500 people	<ul style="list-style-type: none"> Protect for future general residential use by retaining current ‘Farming’ zone. Back-zone the section of this land that is currently zoned ‘Low Density Residential’ to ‘Farming’ to protect long term growth potential. <p>Refer to the following strategic documents:</p> <ul style="list-style-type: none"> Colac Integrated Water Cycle Management Plan
7 (long-term future residential area only)	West The Deans Creek Road corridor. West of existing ‘Rural Living’ zoned area and the existing settlement boundary.	253 ha	6,100 people	<ul style="list-style-type: none"> Protect for future general residential use by retaining current ‘Farming’. This area could be good for development after 80% of Area 5 has been developed - subject to the completion of the necessary drainage works. Any future development must be staged. <p>Refer to the following strategic documents:</p> <ul style="list-style-type: none"> Colac Integrated Water Cycle Management Plan

8	<p>West</p> <p>The Northern section of the Deans Creek corridor between the existing commercial development (fronting the Princes Highway) and the railway line.</p>	132 ha	2,550 people	<ul style="list-style-type: none"> • Re-zone from Farming to General Residential • A 'cadastral survey' must be completed. • Ensure that the creek line can be used as a pedestrian connection. • Flood issues must be dealt with. • Caveat: Development to be conducted in stages beginning in the east and then moving west. • Stage 1: The development is to be restricted to its closest approximate cadastral boundary west of Deans Creek. • Stage 2: To be developed up to next cadastral boundary subject to demand. • Stage 3: Subject to further review and subsequent demand. <p>Refer to the following strategic documents:</p> <ul style="list-style-type: none"> • Colac Integrated Water Cycle Management Plan • Colac Active Transport Strategy
9	<p>North-West</p> <p>of Rossmoyne Road. West of Lake Colac. North of the existing commercial/industrial area</p>	130 ha	2,550 people	<ul style="list-style-type: none"> • Re-zone from Farming to General Residential. • Back-zone the adjoining 'Industrial' area to 'Commercial'. • Ensure that there is public open space along the Lake Colac frontage (extending the foreshore area). <p>Refer to the following strategic documents:</p> <ul style="list-style-type: none"> • Colac Integrated Water Cycle Management Plan • Colac Active Transport Strategy
10	<p>Deans Creek</p> <p>The land between Rifle Butts Road and Deans Creek; and, between Lake Colac and the Princes Highway.</p>	39.5 ha	680 people	<ul style="list-style-type: none"> • Re-zone from Farming to 'General Residential' taking into consideration the adjoining 'Crown land'. • Ensure that the creek line can be used as a pedestrian connection. • Flood issues must be dealt with. • We acknowledge that is a site of importance for indigenous heritage.

				<p>Refer to the following strategic documents:</p> <ul style="list-style-type: none"> • Colac Integrated Water Cycle Management Plan • Colac Active Transport Strategy
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The Jury was clear that there should be public benefit in the form of open spaces particularly along drainage lines, the former Beachy Rail Trail and Lake Colac for development to be considered.

It was also understood by the Jury that infill areas such as the two existing Rural Living areas at Elliminyt (Areas 3 and 5) may not develop to their full potential of population increase on the grounds that not all land owners would choose to redevelop at higher densities. However, it was equally recognised that more intense development of existing residential areas would occur over time, contributing to population increase – this additional housing was not counted in the population figures referred to in the analysis of growth areas. It was ultimately considered that the extent of development contemplated in the Jury recommendations would be sufficient to meet the increase in population for Colac 2050 were they to be reflected in the draft Growth Plan.

Officers are comfortable that the Jury recommendations provide a sound basis for detailed consideration in the development of a draft Growth Plan. Whilst each of the areas recommended for consideration will be given more thorough technical analysis as part of the Plan's development, the direction provided appears to have a sound strategic basis.

The Jury developed a detailed list of infrastructure which should be considered as part of growth for a population of 20,000, and were clear that Council should pursue development contributions as part of future growth and make sustainable financial decisions. They stated:

“The main point is for Council to be Strategic in every aspect of the future development of Colac for it to be economically, socially and environmentally sustainable to 2050 and beyond. As funding cannot be discussed in isolation from what is being developed, Council needs to identify what needs to be achieved and have a detailed long term plan for this.”

The jury has provided Council with clear direction in relation to the next phase of the project which will require the drafting of the Colac 2050 Growth Plan.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

The development of the Colac 2050 Growth Plan has undergone two phases of community consultation to date. The first phase included consultation with the broader community and sought: to inform and discuss the opportunities and constraints which influence growth; explore the questions of where and how Colac should grow; and begin to develop growth scenarios or options. This phase included a range of opportunities for stakeholders and the community to become involved in the Colac 2050 Growth Plan project including:

- Joint survey with the Council Plan
- Facilitated workshops
- Request for written submissions from anyone in the community
- Community Wall in COPACC
- Colac 2050 Growth Options Survey.

The results of the first phase of consultation were documented in the “What we Heard Report” and “What we Heard Report Addendum”. These reports were provided to the Colac 2050 Citizen Jury and will also be used to inform the development of the draft 2050 Growth Plan.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The Colac 2050 Growth Plan project is aligned to the Council Plan 2017-2021. It is specifically aligned to: ‘Theme 1: Our Prosperity’ and its goal to ‘plan infrastructure, assets and land use with a long term vision for economic growth’. It is a named strategy to support this theme.

ENVIRONMENTAL IMPLICATIONS

One of the key considerations for the Jury was the implications of existing flooding along Barongarook Creek and Deans Creek, and the extent that current drainage/flooding issues can be mitigated to facilitate development. The draft Colac 2050 Growth Plan project will further consider drainage and other environmental implications as part of its development.

SOCIAL & CULTURAL IMPLICATIONS

The Jury members took into account a range of social issues in arriving at their recommendations, including the location and availability of community infrastructure and services, amenity for future residents of growth areas, walkability for new residents in newly developing areas, and the housing needs of different parts of the community. The Jury also provided feedback on the type of community infrastructure and services which would be needed to service a growing community. The draft Colac 2050 Growth Plan will further consider social and cultural implications as part of its development.

ECONOMIC IMPLICATIONS

The Jury members considered the economic cost of infrastructure provision for new development areas, and the way in which development contributions could be used to fund works such as drainage mitigation for low lying areas. They also considered the need to avoid impacting on existing and future industrial development by keeping new General Residential zoned land away from buffer areas around such development.

LEGAL & RISK IMPLICATIONS

This project assists Council to fulfil its obligation under the *Planning and Environment Act* (1987) to ensure the orderly planning of the area and accommodate at least 15 years' supply of appropriately zoned land for residential purposes.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

A budget allocation for the Colac 2050 Growth Plan project including the community engagement activities have been identified within Council's 2017/18 financial year budget. The project is primarily funded by the State Government.

7. IMPLEMENTATION STRATEGY

DETAILS

Subject to a Council resolution, the draft Colac 2050 Growth Plan will be prepared drawing on the recommendations made by the jury and other community feedback from Stage 1. This is likely to be presented to Council at its April or May 2018 meeting as a draft Plan. It is envisaged that the draft Growth Plan will be presented with a draft planning scheme amendment to formally implement its findings by updating the Colac Framework Plan found at Clause 21.03 of the Colac Otway Planning Scheme. The Council meeting would seek Council's resolution to endorse the Growth Plan as a draft version and commence a statutory public exhibition process of the Growth Plan and Planning Scheme Amendment. This will allow the public an opportunity to make submissions in response to the draft Growth Plan and amendment, as well as recourse to an independent panel for review of unresolved submissions.

Council would reserve the right following public exhibition of the draft Growth Plan and Planning Scheme Amendment to make any changes it considers appropriate as a response to submissions.

COMMUNICATION

The Colac 2050 Citizen Jury Report has been uploaded to the Council website.

The Jury has also been informed that their report is being considered by Council at this meeting.

Council officers have also directly emailed people who have registered to be kept informed of the Colac 2050 project, as well as people who made submissions to the first phase of consultation, of the February Council meeting and outcome of the citizens' jury process. Further communication will occur as part of the exhibition of the draft Colac 2050 Growth Plan, pending Council resolution to do this.

TIMELINE

The following is a proposed timeline for the next phases of the Colac 2050 Growth Plan project and planning scheme amendment to implement a revised Framework Plan.

Milestone	Timing
Citizen Jury report to Council with recommendations	February 2018
Development of draft Growth Plan and Planning Scheme Amendment to implement revised Framework Plan	February – March 2018
Report to Council on draft Plan and Planning Scheme Amendment to implement revised Framework Plan	April - May 2018
Public Exhibition of draft Growth Plan and Planning Scheme Amendment	June - July 2018
Finalisation of Growth Plan and report to Council for adoption / referral to Panel	August - September 2018
Planning Scheme amendment finalisation	2019

8. OFFICER DIRECT OR INDIRECT INTEREST

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



COLAC 2050

Growth Plan

CITIZENS' JURY REPORT

Final Copy

4 February 2018

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ABOUT THE CITIZENS' JURY

In response to the State Government of Victoria's policy and the G21 Regional Growth Plan, the Colac Otway Shire is undertaking the Colac 2050 Growth Plan project. The Colac Otway Shire called into being a Citizens' Jury as part of its broader community consultation. This Regional Growth Plan established a population target of 20,000 people by the year 2050 for Colac. The aim of the Colac 2050 Citizens' Jury was to involve members of the wider community in the preparation of the Colac 2050 Growth Plan by giving them the opportunity to make recommendations to Council. It was made clear to the Jury that Council would remain the statutory decision maker.

Of the approximately 100 expressions of interest, a Jury of 46 people was selected based on their:

- residential location (80% from Colac and 20% from the wider Shire)
- gender
- and age group.

These selection criteria ensured a representative group of all the Colac Otway communities. Importantly, all members came into the task with a positive commitment to be involved in discussions and planning for 'Colac 2050'.

The Citizens' Jury consisted of people from wide and diverse areas of thinking, education and cultural backgrounds, aesthetic, heritage and ecological appreciations. The Jury was asked to consider and make recommendations on the location of future residential development in Colac.

Speakers provided technical expertise on a diverse range of topics such as:

- integrated water management
- stormwater and drainage
- urban design
- demographics
- community infrastructure
- funding development infrastructure
- heritage, and
- land use planning.

A representative from the indigenous community was invited but unable to attend on the day.

The Citizens' Jury deliberated over 3 days in October and November 2017, and an additional day in early February 2018. The contents of this report were agreed to, by consensus, unless it states otherwise. Consensus within this report means that 80% of all the jury members present were in agreement.

The Minority Report (see appendix) was written by individual jury members and has not been deliberated upon, or put to a vote by the Jury.

EXECUTIVE SUMMARY

This report has been created by the 2017-18 Citizens' Jury, sitting for three days spread over a period of 6 weeks, followed by a fourth day in early February 2018.

The Jury, envisage that Colac maintains a botanical landscape where people desire to live, work and visit - a community that openly welcomes diversity, inspires innovation and provides a range of lifestyle opportunities.

This report contains the Jury's considered and debated recommendations.

During the Citizens' Jury sessions, we looked at and explored the following questions:

- 1. How and where should Colac grow?**
- 2. What facilities and infrastructures are needed for Colac looking forward to the year 2050?**
- 3. How should Council fund the growth of Colac?**

Our recommendations include changing current land zonings, as well as suggestions on proposed growth corridors and new infrastructure that will be required to support the expected growth of Colac to 2050 and beyond.

DECISION-MAKING CRITERIA

The Jury developed the following decision making criteria to guide their decisions.

In making their decisions, the Jury considered the following questions:

- Will it be positive for Colac people of diverse ages, backgrounds and abilities into the future (social sustainability)?
- Will it be in keeping with the regional city character of Colac and create a mix of scale in Colac's urban design (social sustainability and connectivity)?
- Will it be economically and financially sustainable for the long term - not short-sighted (economic/financial sustainability)?
- Will it enhance the environment and take account of resources such as energy and water (environmental sustainability)?

ANSWERING THE QUESTIONS

The remainder of the Report provides the Jury's response to the three questions that were given to them to consider.

QUESTION 1 (PART 1 - HOW): HOW AND WHERE SHOULD COLAC GROW?

The following section documents the jury's recommendations with respect to **how** Colac should grow to 2050 (and beyond).

OUR MISSION STATEMENT

The Citizens' Jury developed the following mission statement and vision for Colac in response to the question, 'how should Colac grow':

"A community that openly welcomes diversity, inspires innovation and provides a range of lifestyle opportunities whilst maintaining a botanical landscape where people desire to live, work and visit. "

VISION

Our vision for Colac in 2050 is for a vibrant, safe, inclusive and technologically advanced regional city. A city focused on protecting its post-settlement and Aboriginal cultural heritage as well as the natural environment. Sustainability and livability are core concepts to create a city that is connected to meet the needs of all ages and abilities. A city characterised by its strong local multi-faceted economy, which provides business investment and employment opportunities. A city that is welcoming, engaging and attractive to visitors.

PRINCIPLES

The Colac 2050 Growth Plan Citizens' Jury identified the following principles for managing growth towards 2050.

Our vision and principles are inspired by the following three over-arching concepts:

1. **Diversity** in all facets of the future growth of Colac.
2. **Sustainability**, in a social, economic and environmental sense.
3. **Best practice**.

Focusing on the following:

1 A healthy natural environment

- Respect the environment.
- Decrease the city carbon footprint and achieve carbon neutral status.
- Strengthen and promote water recycling and reuse.
- Enhance and preserve the health of Lake Colac, Deans Creek and Barongarook Creek through strategic, long-term management in coordination with relevant authorities.

2 Social Sustainability

- Integration of future growth areas into the existing civil infrastructure, including transport and movement routes (including public transport connections).
- Integration of future growth areas into the existing social infrastructure and urban structure including existing activity centers.
- Integration of future growth areas into the existing urban structure to facilitate development of accessible neighbourhood hubs.
- All new social infrastructure must be focused on enhancing efficiency, integration of multiple uses, and useability. It must provide equitable access to all potential users to encourage social well-being.
- Encourage enhanced 'urban vitality', 'local identity' and 'sense of place'.
- Maintaining a diversity of housing choices that takes into account population growth, community needs and affordability.

3 Economic Development

- Attract and encourage innovative industries to the City.
- Ensure a flexible approach to planning schemes and minimise unnecessary bureaucracy.
- Continue to promote Colac as a tourism destination and gateway to the Otways region, and improve support for events and community activities.
- Continue to support industry sectors based on the region's strengths.
- Promote and facilitate place-based creativity and the arts.

4 Governance

- Greater access and accountability by Council

QUESTION 1 (PART 2 - WHERE): HOW AND WHERE SHOULD COLAC GROW?

The following section documents the jury's recommendations in respect to **where** Colac should grow to 2050 (and beyond). The map should be read in conjunction with the table on the following pages. The numbering of the areas does not indicate any particular order or sequencing of development.

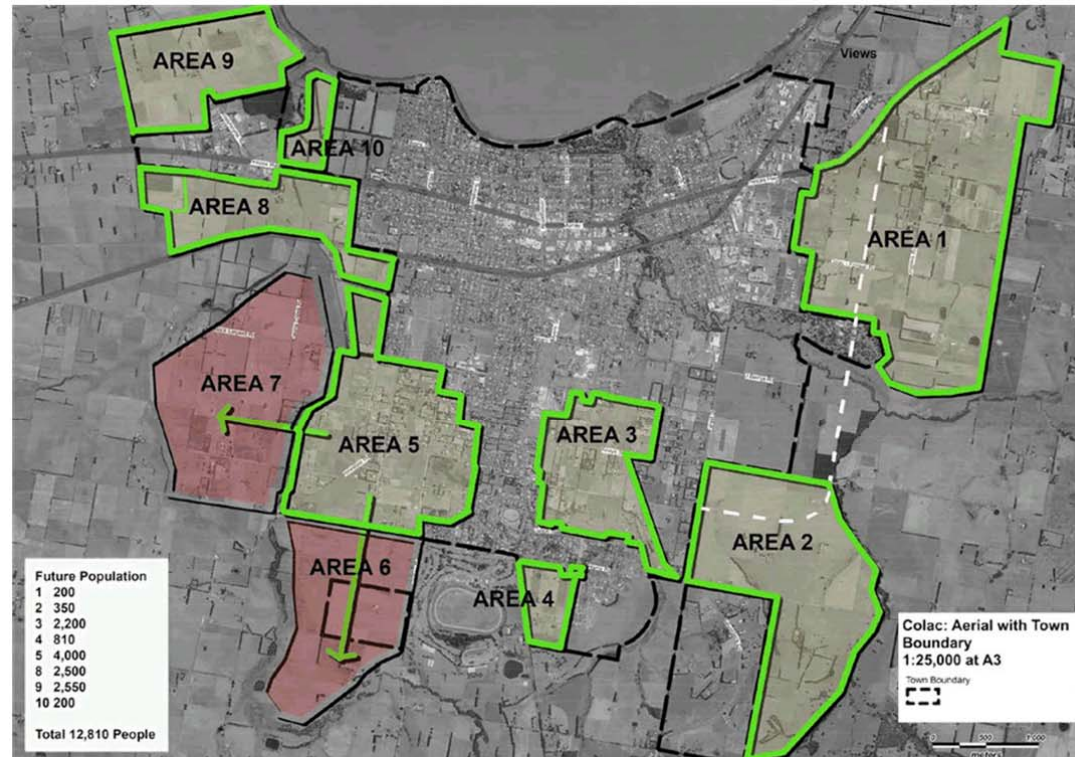


FIGURE 1 MAP OF THE JURY'S RECOMMENDED AREAS FOR FUTURE GROWTH (GREEN INDICATES AREAS WHICH SHOULD BE DEVELOPED BETWEEN NOW AND 2050, AND RED INDICATES AREAS WHICH SHOULD BE RESERVED FOR SUBSEQUENT DEVELOPMENT WHEN READY IN THE LONG TERM)

REVISED TABLE

Area (as per Figure 1)	Location	Size	Population potential	Conditions
1	East East of the existing industrial areas. South of Princes Highway, including Draper's Road.	510ha	200 people	<ul style="list-style-type: none"> • Re-zone from Farming to 'Rural Living'. • Minimum lot sizes of 6.0ha.
2	South-East East of Forest Street. South of the extension of Aireys Street, including the land around Belvedere Drive & Woodrowvale Road.	263ha	350 people	<ul style="list-style-type: none"> • To be developed after Area 1 (i.e. not immediately). • Re-zone from Farming 'to Rural Living'. • Minimum lot sizes of 1.2 ha.

3	East – ‘infill’ East of Colac Lavers Hill Road – which is currently zoned ‘Rural Living’.	90.7 ha	2,200 people	<ul style="list-style-type: none"> • Re-zone from Rural Living to ‘General Residential’. • Designate ‘Beechy Rail Trail’ corridor as an open space. walking track – (Caveat: some portions are currently private land). • Ensure that the creek line can be used as a pedestrian connection. • Flood issues must be dealt with. • Encourage high density development closer to the city centre of town, and for larger parcels of land to be further away. • Encourage a mix of lot sizes. <p>Refer to the following strategic documents:</p> <ul style="list-style-type: none"> • Colac Integrated Water Cycle Management Plan • Colac Active Transport Strategy
4	South Between Colac Lavers Hill Road and the Wyuna Estate in Elliminyt.	33.5 ha	810 people	<ul style="list-style-type: none"> • Re-zone from Farming to ‘General Residential’. • Potentially, this area could include the wedge of land to its South as open space and to integrate with the ‘Beechy Rail Trail’. <p>Refer to the following strategic documents:</p> <ul style="list-style-type: none"> • Colac Active Transport Strategy

5	<p>West – ‘infill’</p> <p>Land currently zoned ‘Rural Living’. As well as a small area which is outside the current town boundaries (and currently zoned ‘Farming’).</p>	206 ha	4,975 people	<ul style="list-style-type: none"> • Re-zone from Rural Living to ‘General Residential’. • Ensure that Deans Creek is protected. • Ensure that the creek line can be used as a pedestrian connection. • Flood issues must be dealt with. • Encourage high density development closer to the city centre of town, and for larger parcels of land to be further away. • Encourage a mix of lot sizes. <p>Refer to the following strategic documents:</p> <ul style="list-style-type: none"> • Colac Integrated Water Cycle Management Plan • Colac Active Transport Strategy
6 (long-term future residential area only)	<p>South-West</p> <p>South of Harris Road. West of the Golf Course, including land that is currently zoned ‘Farming’; as well as a small area of undeveloped land which is currently zoned as ‘Low Density Residential’.</p>	181 ha	3,500 people	<ul style="list-style-type: none"> • Protect for future general residential use by retaining current ‘Farming’ zone. • Back-zone the section of this land that is currently zoned ‘Low Density Residential’ to ‘Farming’ to protect long term growth potential. <p>Refer to the following strategic documents:</p> <ul style="list-style-type: none"> • Colac Integrated Water Cycle Management Plan
7 (long-term future residential area only)	<p>West</p> <p>The Deans Creek Road corridor. West of existing ‘Rural Living’ zoned area and the existing settlement boundary.</p>	253 ha	6,100 people	<ul style="list-style-type: none"> • Protect for future general residential use by retaining current ‘Farming’. • This area could be good for development after 80% of Area 5 has been developed - subject to the completion of the necessary drainage works. • Any future development must be staged. <p>Refer to the following strategic documents:</p>

				<ul style="list-style-type: none"> Colac Integrated Water Cycle Management Plan
8	<p>West</p> <p>The Northern section of the Deans Creek corridor between the existing commercial development (fronting the Princes Highway) and the railway line.</p>	132 ha	2,550 people	<ul style="list-style-type: none"> Re-zone from Farming to General Residential A 'cadastral survey' must be completed. Ensure that the creek line can be used as a pedestrian connection. Flood issues must be dealt with. Caveat: Development to be conducted in stages beginning in the east and then moving west. Stage 1: The development is to be restricted to its closest approximate cadastral boundary west of Deans Creek. Stage 2: To be developed up to next cadastral boundary subject to demand. Stage 3: Subject to further review and subsequent demand. <p>Refer to the following strategic documents:</p> <ul style="list-style-type: none"> Colac Integrated Water Cycle Management Plan Colac Active Transport Strategy
9	<p>North-West of Rossmoyne Road. West of Lake Colac. North of the existing commercial/industrial area</p>	130 ha	2,550 people	<ul style="list-style-type: none"> Re-zone from Farming to General Residential. Back-zone the adjoining 'Industrial' area to 'Commercial'. Ensure that there is public open space along the Lake Colac frontage (extending the foreshore area). <p>Refer to the following strategic documents:</p> <ul style="list-style-type: none"> Colac Integrated Water Cycle Management Plan Colac Active Transport Strategy

10	Deans Creek The land between Rifle Butts Road and Deans Creek; and, between Lake Colac and the Princes Highway.	39.5 ha	680 people	<ul style="list-style-type: none"> • Re-zone from Farming to 'General Residential' taking into consideration the adjoining 'Crown land'. • Ensure that the creek line can be used as a pedestrian connection. • Flood issues must be dealt with. • We acknowledge that is a site of importance for indigenous heritage. <p>Refer to the following strategic documents:</p> <ul style="list-style-type: none"> • Colac Integrated Water Cycle Management Plan • Colac Active Transport Strategy
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FURTHER EXPLANATION OF THE TABLE

The conditions column indicates limitations and conditions which the Jury applied to each of their recommended areas. It notes commentary made during the deliberation session to ensure that a consensus was reached for each area.

There was some discussion about staging and the need to consider some areas together for development to occur.

OTHER RECOMMENDATIONS IN RELATION TO WHERE COLAC SHOULD GROW

The Jury considered some other matters in relation to where Colac should grow including submissions received from the community and landowners, and discussions and input from expert speakers. The Jury agreed to the following recommendations:

- Special consideration should be made for the defunct service station at Colac East to be rezoned as rural activity / tourism / public use for example. It is not to be used as a commercial / industrial area.

Voting result: IN (Supported by majority of jury)

- Inclusion of a shared walking, cycling, horse riding track submission to proposal along lake foreshore to Cororooke to link with Area 10.

Voting result: IN (Supported by majority of jury)

- Utilise the existing natural corridors (creek systems), of the Deans and Barongarook Creeks, as protected open space for the purpose of connectivity lines (shared path) to the lake and CBD.

Voting result: IN (Supported by majority of jury)

QUESTION 2: WHAT FACILITIES, INFRASTRUCTURE, OR SERVICES ARE NEEDED FOR A POPULATION OF 20,000?

The following section documents the Jury's recommendations with respect to question 2.

1. HEALTH

- High quality and comprehensive health, welfare and support services including mental health, in home services, disability and aged care services that reflect the growing community's needs.
- High quality and accessible emergency services.
- Hospital services that are able to meet demands.

2. EDUCATION

- Early years education.
- Primary Education.
- Secondary Education.
- Tertiary and TAFE.
- Adult Education.

3. RECREATION and CULTURAL FACILITIES

- Revitalisation of the lake foreshore.
- Cultural facilities - Museum, Art Gallery, Indigenous Centre, Historical Society, Artists Workshop.
- Tourism/Visitors Centre.
- Sports facilities – Inclusive of all sporting types.
- Upgrade current parks and playgrounds.
- Safe and connected cycle paths.
- Increase in public toilets with disability access.
- Enhance Library facilities and investigate how they are delivered for a growing population.

4. TRANSPORT

- Public Transport - in and out of Colac, around Colac.
- Required footpaths on new developments.
- Parking - under cover, shaded, appropriately timed spaces.

5. DRAINAGE / FLOOD MITIGATION

- Ensure developed land is appropriately drained.
- Retaining storm water within development sites.
- Significant public drainage improvements required to support new growth areas.
- Land that is along the creek is provided for public access as walkways/cycle paths separate from developments.

QUESTION 3: HOW SHOULD COUNCIL FUND THE GROWTH OF COLAC?

The following section documents the Jury's recommendations in respect to question 3.

The main point is for Council to be strategic in every aspect of the future development of Colac - for it to be economically, socially and environmentally sustainable to 2050 and beyond. As funding cannot be discussed in isolation from what is being developed, Council needs to identify what needs to be achieved and have a detailed long term plan for this.

Budgets need to be developed on a long term basis (10 - 20 year financial forecasting) and continually refined. The following mechanisms were identified to reduce the rate burden.

Funding may be sourced through the following:

1. Leverage grants - Council must work with all levels of government to leverage grants to support development. Eg CCMA, VicRoads, Barwon Water, State and Federal governments regional development programs.
2. Developer Contribution Plan - DCPs will be required for many of the areas. These will need to be drawn up with people with the appropriate expertise and ensure that Council is at arm's length from the developer.
3. Council may need to borrow funds to support some developments. Any borrowing should be part of an overall strategic planning and implementation process. The first step will be the detailed planning, development of well-costed plans and identification of other sources of funding, potential for government grants and the like. The development will happen in stages, so fund raising and hence any borrowing can also happen in stages. All borrowing must give 'value for money' and the budget in place for repayments to be made.

APPENDIX

MINORITY REPORT

The following section documents comments made by individual Jury members. These items have not been deliberated or voted on by the Jury as a group, and therefore do not represent an agreed position of the Jury.

AREA 8

A number of objections were made regarding the development of Area 8.

These include, the concerns for flood mitigation, high density housing with the propensity for significant traffic management issues, adequate early years and education facilities, access to shops and public transport.

ORDINARY COUNCIL MEETING

APOLLO BAY STREET LITTER BIN UPGRADE

OM182802-3

LOCATION / ADDRESS	Apollo Bay	GENERAL MANAGER	Errol Lawrence
OFFICER	Simone Robertson	DEPARTMENT	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	No
ATTACHMENTS	1. Apollo Bay Litter Bin Schedule - OCM 180228		
PURPOSE	To inform Council of the proposal to upgrade the current street litter bins in Apollo Bay township and request to use the kerbside reserve funds for this upgrade		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

Council approval is sought to access kerbside reserve funds to upgrade the outdated kerbside street litter and recycling surrounds in the Apollo Bay main street area to improve the appearance of the bins and to achieve consistency of such hardware throughout the town.

3. RECOMMENDATION

That Council approves expenditure in the amount of \$101,806.44 from the kerbside reserve to fund the following items for the Apollo Bay township:

- a) kerbside street litter bins*
- b) kerbside recycling bins*
- c) kerbside pizza recycling tops*
- d) Solar Compaction Bins*
- e) LCD advertising screens*
- f) LED AdPanels*
- g) monthly solar bin service fee (for 5 months)*
- h) Solar Compaction Bin installation and delivery*
- i) large butt bins/ashtrays*
- j) Council logo laser-etching on butt bins*
- k) current bin removal and installation of new non-solar bins.*

4. BACKGROUND / KEY INFORMATION

BACKGROUND

As most of the kerbside street litter and recycling cage surrounds have been in place for a number of years and are deteriorating in the coastal environment, Council's waste department seeks the financial resources required to fund the upgrade of the current street litter and recycling bins in the Apollo Bay township.

Some of the general waste and recycling surrounds were upgraded in 2015 to stainless steel bin surrounds. These bins are made of full 316 grade stainless steel and can withstand the coastal environment without rusting.

Photograph of the kerbside stainless steel cage surrounds:



KEY INFORMATION

STREET LITTER BINS

Council's waste department seeks to replace the current cage surrounds with stainless steel bin surrounds in the Apollo Bay township, shop side and foreshore.

The cost to purchase 19 litter bin surrounds is \$29,678.00.

The cost to purchase 8 recycling bin surrounds is \$13,200.00.

However, it is apparent that the current recycling surround tops are not completely effective in allowing the input of the maximum number of recyclables. As a consequence, recyclable items are being deposited in the general waste bin, which ends up in landfill.

The waste department would like to replace the current stainless steel recycling bins tops to a style that will be able to accommodate pizza boxes and larger plastic bottles.

Photograph of new recycling top that accommodates pizza boxes:



The cost to purchase 8 recycling bin tops only is \$6,248.00.

The total cost to upgrade the current kerbside street litter and recycling bin surrounds is \$49,984.00 including GST.

The current street litter and recycling bins that will be a part of this upgrade will be at the following locations, as depicted in the attachment to this report:

Shop side – Street litter bins

- O/S 157-159 GREAT OCEAN ROAD
- O/S 23-27 GREAT OCEAN ROAD (GARDEN OF EDEN)
- O/S HARDY STREET (FOODWORKS)
- O/S 47 GREAT OCEAN ROAD (BLUE BIRD)
- O/S 22 PASCOE STREET (OP SHOP)
- I/S 14 PASCOE STREET (SHIRE CARPARK)
- O/S PASCOE STREET CAR PARK
- AT BOAT RAMP
- MAIN BREAKWATER
- WHARF CARPARK
- NEXT TO BUS STOP & LAUNDRETTE MOORE STREET
- O/S 95-101 GREAT OCEAN ROAD (HOTEL)

Foreshore side – Street litter bins

- F/SHORE AT INT OF GREAT OCEAN ROAD & CAWOOD STREET
- OPP 133 GREAT OCEAN ROAD – SLSC
- OPP 51 GREAT OCEAN ROAD (BUFFS) SKATE PARK
- OPP 177 GREAT OCEAN ROAD - MOBILE SERVICE STATION
- OPP 73-75 GREAT OCEAN ROAD (C J KEANE REAL ESTATE)
- OPP 77 GREAT OCEAN ROAD (ILUKA)
- OPP 95-101 GREAT OCEAN ROAD (HOTEL)
- OPP GREAT OCEAN HOTEL
- SOUTH SIDE VISITORS INFORMATION CENTRE
- BUS STOP – VISITOR INFORMATION CENTRE

Shop side – Street recycling bins

- OUTSIDE Visitor Information Centre
- O/S 145 GREAT OCEAN ROAD (SMYTH REAL ESTATE)
- O/S 121-123 GREAT OCEAN ROAD (BAKERY / CHEMIST)
- O/S 103-105 GREAT OCEAN ROAD IGA SUPERMARKET
- O/S 95-101 GREAT OCEAN ROAD (HOTEL)
- O/S 93 GREAT OCEAN ROAD (APOLLO BAY REAL ESTATE)
- O/S 71 GREAT OCEAN ROAD
- PASCOE ST CARPARK
- O/S 47 GREAT OCEAN ROAD (BLUE BIRD)
- TOP PUB

Foreshore side - Recycling bins

- OPP 177 GREAT OCEAN ROAD – MOBILE SERVICE STATION
- SOUTH SIDE VISITOR INFORMATION CENTRE
- OPP 133 GREAT OCEAN ROAD – SLSC
- OPP 95-101 GREAT OCEAN ROAD – APOLLO BAY HOTEL
- OPP 73-75 GREAT OCEAN ROAD – C.J. KEANE REAL ESTATE
- OPP 65-71 GREAT OCEAN ROAD – ILUKA CAFÉ
- OPP 29-35 GREAT OCEAN ROAD – GREAT OCEAN HOTEL

A quote obtained for the removal of old kerbside street litter bins and the installation of the new kerbside street litter bins is for the amount of \$2,381.94.

SOLAR COMPACTION BINS

Along with upgrading the current kerbside street litter and recycling bins, Council's Waste Department seeks to install five additional Smart City Solution solar compaction bins. These bins will help reduce the issue of overflowing rubbish bins during peak usage times, complementing the excellent results of the four Solar Compaction Bins already installed. These bins will also improve the visual amenity of the area, providing a consistency of hardware through the township area, as there will then only be two types of bins: the Solar Compaction Bins and the stainless steel bin surrounds.

Costs

Clean cube bin 240L - \$6,999.00 per bin x 5 = \$24,995.00
Monthly service fee \$79.00 per bin x 5 = \$395.00 x 12 months = \$4,740.00
Installation & delivery \$790.00 per bin x 5 = \$3950.00

Total costs \$43,274.00 including GST

A \$20.00 saving per bin on the service fee has been offered if Council purchases these additional bins; the service fee is currently \$99.00 per month for the four solar compaction bins already purchased and in operation.

Additional costs for advertising on the solar compaction bins:

- **LCD Screen: \$990 per bin**
- **LED AdPanels \$850 per bin**

There are currently several different types of advertising models available. Smart City Solutions is able to look after the advertising such that Council would receive a rebate to offset its costs.

Current Solar Compaction Bin locations – Shop side of Great Ocean Road

- 77 Great Ocean Rd – Iluka Motel & Restaurant
- 103-105 Great Ocean Rd – IGA supermarket
- 121-123 Great Ocean Rd – Apollo Bay Bakery
- 145 Great Ocean Rd – Smyth Real Estate

Proposed new Solar Compaction Bin locations – Shop side of Great Ocean Road

- 153 Great Ocean Road – Café 153
- 89 Great Ocean Road – Dooley's Premium Ice Cream

Purposed new Solar Compaction Bin locations – Foreshore side of Great Ocean Road

- O/P-95 – 101 Great Ocean Road
- O/P – 131 Great Ocean Road
- Outside Great Ocean Road Visitor Information Centre

BUTT BINS – ASHTRAYS & SIGNAGE

Council's waste department is looking to install more ashtrays (butt bins) along this area of Apollo Bay to encourage the smoking community to place cigarette butts in the ashtrays. This will help prevent the butts finding their way into our storm water and ocean; it will also make the town tidier through reduced litter. Appropriate signage would attract attention to each ashtray.

The cost for 5 large butt bins is \$1,500.00

Optional extra costs of \$258.50 – for Council's logo to be laser etched onto the butt bins

Ashtray locations

- 47-49 Great Ocean Rd – Bluebird
- 73-75 Great Ocean Road
- 103-105 Great Ocean Road – IGA
- 121-123 Great Ocean Rd – Bakery
- 145 Great Ocean Rd – Hodges

Signage for the butt bins

The cost for six of the following signs to be placed next to each ashtray would cost \$209.40



A collation of all costs can be found in the RESOURCE IMPLICATIONS (FINANCIAL ETC) section, following.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Council was contacted over the Christmas and New Year period by concerned residents and business owners in Apollo Bay about waste issues, prompting this request for funds to improve waste provisions in that area.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

This request for funding relates to Theme 1 of the Council Plan – Our Prosperity, in which Council plans for infrastructure and assets, to support a thriving economy and industries, strengthening partnerships with key stakeholders, particularly those on the Great Ocean Road.

This request for funding also relates to Theme 2 of the Council Plan – Our Places, in which Council aims to manage our places for long term sustainability, and that they are welcoming and attractive, and showing leadership in natural environment through good management practices.

ENVIRONMENTAL IMPLICATIONS

Council believes that looking after the environment is extremely important and encourages all within the municipality to dispose of waste responsibly and with the best environmental interests at heart. The provision of adequate infrastructure to allow this approach is part of that responsibility.

SOCIAL & CULTURAL IMPLICATIONS

Council's waste department promotes the ongoing education of both residents and visitors to this region for responsible waste management practices. This shire is blessed to include within it the Great Ocean Road and the Otways, both considered widely as valuable social and environmental assets. It is our responsibility to encourage appropriate social behaviours to protect these unique natural assets.

ECONOMIC IMPLICATIONS

Currently Colac Otway Shire Council does not pay to dispose of its recyclable waste, other than associated haulage costs. Efforts to educate residents and visitors to undertake this practice will assist Council in reducing landfill waste, and consequently associated costs.

BUDGET IMPLICATIONS

Council's long-established kerbside reserve has available funds to undertake the proposed waste improvements at Apollo Bay.

LEGAL & RISK IMPLICATIONS

At times of peak season in Apollo Bay, adequate waste service provision is crucial to ensuring that the shire continues to benefit from high tourism. As well, many shire residents enjoy the local coastal regions and any detrimental activity can negatively impact on Council's reputation. It is expected that this expenditure will limit such risk in the future.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

The following table collates all costs related to the proposed kerbside street litter bin upgrades:

Item	Cost per item	Total cost
Kerbside street litter bins	\$1,420.00 per bin	\$29,678.00
Kerbside recycling bins	\$1,500.00 per bin	\$13,200.00
Kerbside pizza recycling tops	\$710.00 per bin	\$6,248.00
Solar Compaction Bins	\$6,999.00 per bin	\$34,995.00
LCD Screen	\$990.00 per bin	\$4,950.00
LED AdPanels	\$850.00 per bin	\$4,250.00
Monthly service fee (5 months)	\$79.00 per bin	\$1,975.00
Installation and delivery	\$790.00 per bin	\$3,950.00
Large butt bins/ashtrays	\$325.00 per ashtray	\$1,500.00
Council logo laser etched onto butt bins	\$38.50 per ashtray	\$258.50
Bin removal and installation	N/A	\$2,381.94
Total funding requested		\$101,806.44

Council's waste department has spent considerable time and resources investigating the proposed waste upgrades for Apollo Bay. Should Council approve this requested expenditure, further resources will be required to deliver the upgrades. As well, ongoing service fees for Solar Compaction Bins will need to be budgeted for.

7. IMPLEMENTATION STRATEGY

DETAILS

Upon approval of this requested expenditure, orders can be placed with relevant suppliers and contractors can be arranged for installation.

COMMUNICATION

Should this request be ratified by Council, the waste department will inform individual business owners and the Otway Coast Committee of the planned upgrades, as appropriate. A press release will also be issued to the Apollo Bay News to inform the Apollo Bay community.

TIMELINE

Delivery of the waste hardware will determine its installation however it is envisaged that the works can be undertaken within a three month timeframe, if resourced accordingly.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Current Apollo Bay Litter Bin Types

155 Collingwood Street (Westpac)

1 x 240L Garbage Cage

Proposal to upgrade to stainless steel cage bin



147 Collingwood Street (Smyth Real Estate)

1 x Solar Compaction Bin

1 x 240L Recycling Stainless Steel Cage

Proposal to upgrade to stainless steel pizza top



125 Collingwood Street (Bakery)

1 x Solar Compaction Bin

1 x 240L Recycling Stainless Steel Cage

Proposal to upgrade to stainless steel cage bin/pizza top



103 Collingwood Street (IGA Supermarket)

1 x Solar Compaction Bin

1 x 240L Recycling Stainless Steel Cage

Proposal to upgrade to stainless steel pizza top



101 Collingwood Street (Apollo Bay Hotel)

1 x 240L Old Garbage Bin

Proposal to upgrade to stainless steel cage bin

1 x 240L Recycling Stainless Steel Cage

Proposal to upgrade to stainless steel pizza top



91 Collingwood Street (Ice Cream Shop)

1 x 240L Garbage Old Bin

Proposal for new Solar Compaction Bin

1 x 240L old Recycling Bin

Proposal to upgrade to stainless steel cage bin/pizza top



77 Collingwood Street (Galapagos Book Store)

1 x 240L Old Garbage Bin

Proposal to upgrade to stainless steel cage bin

1 x 240L Old Recycling Bin

Proposal to upgrade to stainless steel cage bin



65 Collingwood Street (Iluka)

1 x Solar Compaction Bin

1 x 240L Old Recycling Bin

Proposal to upgrade to stainless steel cage bin



47 Collingwood Street (Blue Bird)

1 x 240L Old Garbage Bin

Proposal to upgrade to stainless steel cage bin

1 x 240L Old Recycling Bin

Proposal to upgrade to stainless steel cage bin/pizza top



27 Collingwood Street (Garden of Eden)

1 x 240L Old Garbage Bin

Proposal to upgrade to stainless steel cage bin



14 Pascoe Street (Car Park)

1 x 240L Garbage Stainless Steel Cage

Proposal to upgrade to stainless steel cage bin

1 x 240L Recycling Stainless Steel Cage

Proposal to upgrade to stainless steel cage bin



22 Pascoe Street (Op Shop)

1 x 240L Garbage Bin

Proposal to upgrade to stainless steel cage bin

1 Moore Street (Laundromat)

1 x 240L Garbage Bin

Proposal to upgrade to stainless steel cage bin



2 Hardy Street (FoodWorks)

1 x 240L Garbage Bin

Proposal to upgrade to stainless steel cage bin



ORDINARY COUNCIL MEETING

MARENGO CONSERVATION RESERVE PETITION

OM182802-4

LOCATION / ADDRESS	Marengo	GENERAL MANAGER	Ian Seuren
OFFICER	Mike Freeman	DIVISION	Infrastructure & Leisure Services
TRIM FILE	F17/6554	CONFIDENTIAL	No
ATTACHMENTS	Nil		
PURPOSE	To respond to the petition tabled at Council's January 2018 Ordinary Meeting regarding the Marengo Conservation Reserve.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

Residents of Apollo Bay have presented a petition to Council asking it to take responsibility for the maintenance of a Crown Road Reserve (the road reserve) that borders the Marengo Conservation Reserve (see attached map). The road reserve runs from the west end of Newcombe Street and follows the property line around the Marengo Conservation Reserve to Conns Lane. The road is an unmade road, it is not on land owned or managed by Council, and is not a Council gazetted road.

The petition that has been signed by 29 community residents of Apollo Bay/Marengo states:

“The road reserve that makes up part of the walking trails at the Marengo Conservation Reserve are Shire responsibility and they need to be maintained for public recreation.

They need regular slashing/mowing at times of high grass growth. The present state of the road reserve is totally unsatisfactory.

Colac Otway Shire needs to slash the walking track road reserve 5 times a year starting in October and finishing in April.”

In 2008/09 the road reserve was identified by the Country Fire Authority (CFA) as a potential fire access track, and shortly thereafter, through the Fire Access Road Subsidy Scheme (FARSS) the CFA provided funds to Council to construct and maintain the portion of the road reserve for a fire access track; this section of the road reserve is the subject of this petition.

The fire access track was established in the 2009/10 financial year. Maintenance requirements of a fire access track are low; one grass mow per year. It may be several years between a maintenance grade for a fire access track. The agreement with the CFA does not necessitate the inclusion of the road on Council’s road or asset registers.

3. RECOMMENDATION

That Council:

- 1. Agree to provide a maximum of three grass mowing treatments per year of the Crown road reserve fire access track abutting the south and west border of the Marengo Conservation Reserve to provide community access for recreational use;***
- 2. Respond to the lead petitioner in writing explaining that responsibility for the Crown road reserve lies with the Department of Environment Land Water and Planning;***
- 3. Encourage the community to also seek assistance from the Department of Environment Land Water and Planning for any further services beyond what Council can offer.***

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The land known as Marengo Conservation Reserve, and the abutting road reserve to the south and west, are situated on Crown land falling under the responsibility of Parks Victoria and the Department of Environment Land Water and Planning (DELWP) respectively.

Council does own a property to the north and east of the Conservation Reserve (shown in red in the above map). An airstrip is situated on this land. This land does not form part of the petition presented to Council.

Advice from Parks Victoria is that an informal track has existed on the road reserve for up to twenty years.

There is no vehicle access to the Conservation Reserve; there is pedestrian access only. A boom gate has been installed by Parks Victoria at the end of Newcombe Street. Pedestrians are required to use the road reserve off Newcombe Street, or enter off Telford Street. Visitors also informally use various fire break tracks, or they walk through the Council owned airport land.

A letter accompanying the petition noted that there is signage for the Conservation Reserve on the road reserve near Newcombe Street. The author of the letter implies that the signage is inviting people to use the road reserve, and therefore it should be a formal walking track. The author believes Council is the responsible authority to maintain this track.

Parks Victoria has advised the signage was funded by Parks Victoria through a grant to the Friends of Otway National Park to install the sign. Council has had no part in this process.

The wording of the petition implies that the road reserve forms part of the Marengo Conservation Reserve walking trails.

“The road reserve that make up part of the walking trails at the Marengo Conservation Reserve are Shire responsibility and they need to be maintained for public recreation.”

There are formal walking tracks developed by Parks Victoria limited to the Conservation Reserve land. As Parks Victoria is not responsible for the road reserve they have not extended those paths beyond the Conservation Reserve.

It would appear signatories of the petition believe tracks located on the road reserve form part of this formal park network, which are not being maintained, and incorrectly understand this to be Council’s responsibility.

Funding was provided to Council by the CFA under the Fire Access Road Subsidy Scheme (FARRS) to construct a fire access track on the Road Reserve in 2009/10. Council is required to perform ongoing maintenance of the track to ensure it remains accessible for firefighting vehicles. The service level is equivalent to a dry weather road, which is only treated when it is impassable by an off road vehicle.

The petitioners are aware Council is performing maintenance on the track, and as recently as December 2017 the track was mowed by Council staff. This ongoing maintenance is likely to have given the impression to the community that the road and maintenance responsibility reside with Council. As Council only maintains the road as a fire access track, the community are dissatisfied with this level of service.

KEY INFORMATION

A local resident who owns two property titles along the road reserve has been personally performing maintenance on the road reserve for a number of years. The resident acknowledges the road is a government road and is of the belief the authority for the road reserve is Council.

The resident has been in communication with Council’s Emergency Management Unit and was informed that the track would continue to be maintained by Council as a fire access track only at this point in time, with the service level being one mow per year.

The cost to Council to maintain the road as a fire access track is minimal, at approximately \$450 to mow a 1.8 metre corridor (6 foot slasher doing one cut). The community request is for Council to maintain a four metre wide corridor through the road reserve. This would see each mow cost up to \$1,000. The petition requests five mows per year which would cost Council approximately \$5,000 a year.

Council can agree to a compromised position where it does increase the number of grass mowing treatments up to three per year, depending on the amount of rainfall over summer. It can also agree to double the width of the mowing treatment, which will enhance the experience of the community using the land for recreational purposes.

The cost of this increased service level, incorporating the cost of the treatment provided to maintain the fire access track would be approximately \$3000. This is an additional \$2,550 over and above the fire access track maintenance expense.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Council first received a request to maintain the road reserve via in November 2017. This report responds directly to the petition tables at Council's January 2018 Ordinary Meeting.

Council's Emergency Management Unit has:

- Investigated the status of the fire access track
- Consulted with Council's Assets Department to determine if the road is a Council asset.
- Contacted the CFA to determine if they are using the fire access track.

It may also be beneficial for Council to make an approach to DELWP to request that they also engage with residents, to clarify the status of the road, and to ascertain if they will agree to also contribute to the road reserve's ongoing maintenance.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Council Plan

This report relates directly to the following action in the Council Plan 2017-2021:

Theme: Our Places
Goal: Towns and places are welcoming and attractive
Actions: Advocate for improvement to public open space where the State Government is the land owner/manager
Role of Council: Facilitator, Advocate
Measure: Standard and presentation of open spaces, including town entrances, state managed roads and pathways

ENVIRONMENTAL IMPLICATIONS

The recommendation is to provide up to three mows per year, depending on the rate of seasonal grass growth. This would have no environmental implications for Council.

The environmental implications involving Council's ongoing involvement with the road reserve are related to its construction and ongoing maintenance of a fire access track, and Council's relationship with the CFA regarding fire management around the Conservation Reserve. Improving the level of service to the road reserve will more likely reduce environmental risk, not increase it.

SOCIAL & CULTURAL IMPLICATIONS

The road reserve is a portion of open space next to a Conservation Reserve that is currently being maintained as a fire access track by Council. A fire access track is mowed once per year. The recommendation is to provide up to three mows per year depending on the rate of grass growth in summer.

This increased service level will provide a positive social impact. The road reserve has been continuously used as a walking track for over twenty years suggesting it is a popular recreation area for the local community. Anecdotally, additional servicing has fallen to community residence. Council's additional servicing will likely

improve the level of service of the road and improve people's recreational experience of the Conservation Reserve and its surrounds.

Council may still wish to provide help and support to the community to lobby the State Government for additional assistance to maintain this land. Alternatively, this could be undertaken by a group such as the Friends of Otway National Park, once they have the information provided to them to support their case.

ECONOMIC IMPLICATIONS

As a tourist destination, the Conservation Reserve adds to the visitor attractions in and around Apollo Bay. Improving the area around the Conservation Reserve could have a positive economic impact for the town.

LEGAL & RISK IMPLICATIONS

There is some political risk in not appropriately addressing this petition. The petitioners have approached Councillors and Council staff requesting additional servicing.

Council should investigate its legal liability if it were to commence maintaining the land at an increased level of service. While not the owner of the land, if the community is drawn to this open space through an improved level of service, then Council may be implicated if there is an accident or injury to a member of the public utilising the space.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

If the request to increase the service level is approved, this would have an impact on Council staff and equipment availability, and increased maintenance costs for Council. It is estimated that the increased level of service for maintaining the road reserve would cost \$2,550 per year.

7. IMPLEMENTATION STRATEGY

DETAILS

The Service and Operations Team are able to undertake additional mowing of the road reserve.

COMMUNICATION

Once Councillors have considered the response to the petition, Council officers will engage with lead petitioners to discuss the decision and make a plan to apply additional mows to deliver the best outcome for the community.

Council may still wish to assist the petitioners to achieve the outcome they desire of five mows per year. The first step would be to meet with local residents and explain the land status and responsibility for it. This will help them understand that DELWP is responsible for the management of the road reserve.

The next step would be for Council to use its influence with State Government Departments to lobby DELWP to commence servicing the road reserve. Given visitors must use this track to enter a National Conservation Reserve; it is not an unreasonable argument to make.

TIMELINE

The additional mowing can be implemented immediately.

Engagement with the community can also commence immediately after the Ordinary Council Meeting to provide information on Council's proposed offer to increase the level of service on the road reserve.

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
**DEVELOPMENT PLAN (DPO5) - 6230 AND
 6280 GREAT OCEAN ROAD, APOLLO BAY**
 OM182802-5

LOCATION / ADDRESS	6230 and 6280 Great Ocean Road, Apollo Bay	GENERAL MANAGER	Gareth Smith
OFFICER	Blaithin Butler	DEPARTMENT	Development & Community Services
TRIM FILE	F15/11336	CONFIDENTIAL	No
ATTACHMENTS	1. Development Plan v.25 2. Development Plan summary document (January 2018) 3. Development Plan Overlay Schedule 5 (DPO5)		
PURPOSE	To consider an amended staged Development Plan (v.25) for 6280 and 6230 Great Ocean Road, Apollo Bay		

1. LOCATION PLAN / AERIAL PHOTO

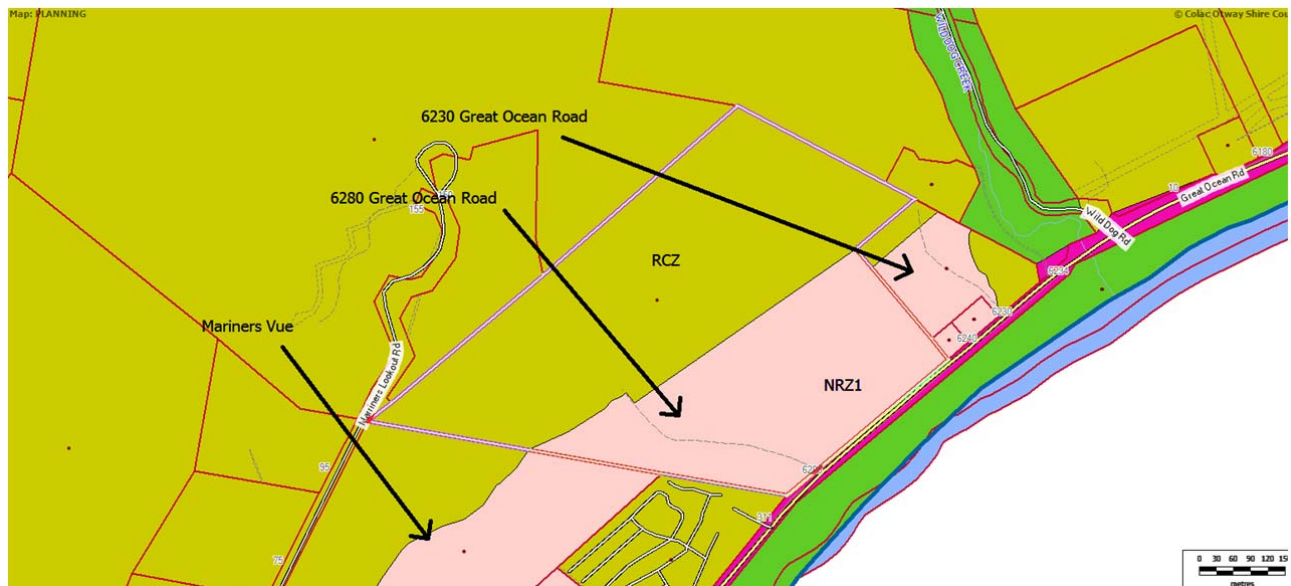


Figure 1: map showing location and zoning of land covered by Development Plan (DPO5)



Figure 2: aerial image of land covered by DPO5

2. EXECUTIVE SUMMARY

Council has, over the past couple of years, considered a couple of iterations of a Development Plan for the land at 6230 and 6280 Great Ocean Road in Apollo Bay, prepared under the provisions of Schedule 5 to the Development Plan Overlay (DPO5) in the Colac Otway Planning Scheme.

In October 2016, the applicant lodged an appeal to the Victorian Civil and Administrative Tribunal (VCAT) against the failure of Council to make a decision on the Development Plan within a reasonable timeframe. The initial stages of the VCAT proceedings have commenced, with a Compulsory Conference held on 19 January 2017. However, a Hearing scheduled later in 2017 was adjourned at the request of the applicant.

A three day Hearing has now been scheduled to commence on 7 May 2018, with a Compulsory Conference scheduled for 15 March 2018. The applicant has recently submitted to Council an amended Development Plan (v.25) for discussion, which the applicant intends to substitute for the previous Development Plan (v.15) considered by Council as part of the VCAT proceedings. Council will be required to advise the Tribunal of its position on the current version of the Development Plan at the Compulsory Conference.

The last version of the Development Plan (v.15) was considered by Councillors in March 2017, when it was resolved to advise VCAT that Council did not support that version of the Development Plan because, whilst considering the proposed subdivision layout, lot sizes and access generally acceptable in principle, it had not been demonstrated that the landslip mitigation measures (including visual impact and future management) would be satisfactory.

The main differences between the current version of the Development Plan and the last version considered by Councillors are:

- The proposed setback to lot boundaries from the Great Ocean Road has been reduced from approximately 50m to a minimum of approximately 20m, with additional 'no build' setbacks within lots to achieve a minimum setback for buildings of 40m from the Great Ocean Road.
- Existing overland drainage flow routes through the site would be maintained, with small overland flow reserves placed at the existing entry routes of overland flows into the area to be developed.
- Flows would be directed to wetlands along the Great Ocean Road frontage of the site.

- Earth bunds, which would be delivered in stages, are now proposed to address landslip risk instead of the landslip debris mitigation fence previously proposed.
- A lot layout is shown for 6230 Great Ocean Road. (Whilst 6230 has always formed part of the DPO5 area, previously only a road layout was shown in this area. This should be taken into account if comparing lot numbers currently proposed against those previously proposed.)

In forming the recommendation below, the views of a number of statutory authorities and internal Council departments were sought. All confirmed that they have no objection in principle to the proposed revised layout.

Whilst the setback to the Great Ocean Road would be reduced from that previously considered, there is no mandatory setback specified in the relevant schedule to the Development Plan Overlay and the 40m setback to buildings would exceed that further along the Great Ocean Road heading into Apollo Bay. The lots fronting the Great Ocean Road would generally have widths between 16m and 32.3m. Lot sizes would accord with the minimum lot area of 450m² and the minimum average lot area of 600m² specified in DPO5.

Given that the land is zoned for residential purposes, the lot sizes would accord with those specified in the overlay and those fronting the Great Ocean Road would generally have wider frontages than internal lots, it is considered that the Development Plan would result in a reasonable subdivision of the land that would respect the character of the area.

The CCMA, VicRoads, DELWP, and Council's Infrastructure, Recreation and Leisure, and Environment Units have all confirmed that they consider the layout and proposed stormwater management acceptable in principle, with more detailed information appropriately to be required through the planning permit process. The CFA has also advised that it is satisfied with this version of the Development Plan (v.25).

Concerns were previously expressed about the landslip mitigation measures, including the visual appearance and maintenance requirements of the fence proposed. The current version of the Development Plan proposes earth bunds, which Council's Geotechnical consultant has previously verbally advised could provide appropriate mitigation. It is considered that earth bunds would potentially be less incongruous in the landscape than a landslip debris fence, and potentially less maintenance would be required. In the event that the Development Plan is approved, full details of the earth bunds would be required as part of the planning permit process, including the staging of works. Given the size of the proposed subdivision, Council's Geotechnical consultant would be asked to review any information submitted with the planning permit application to ensure the mitigation measure would be satisfactory.

Given the zoning of the land and general compliance with Schedule 5 to the Development Plan Overlay, it is considered that Council could reasonably support this version of the Development Plan subject to some additional information being provided and a couple of issues being clarified, as set out in the recommendation below.

3. RECOMMENDATION

That Council:

- 1. Advises the Victorian Civil and Administrative Tribunal (VCAT) that Council considers the amended Development Plan v.25 for 6230 and 6280 Great Ocean Road, Apollo Bay (prepared under Schedule 5 to the Development Plan Overlay) acceptable in principle, subject to further information being submitted as follows:*
 - a) An updated Bushfire Assessment, or an addendum to the 'Bushfire Assessment Report' by Foresite Planning and Bushfire Consultants (Version 2, 14 April 2016), that has regard to the introduction of the Bushfire Management Overlay (BMO) over part of the land*
 - b) Details of the construction specifications, visual appearance and ongoing maintenance of the earth bund(s)*
 - c) Design guidelines for the subdivision*
 - d) Any requirements for approval under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) being addressed*
- 2. Advises VCAT in writing that the matter is resolved subject to the additional information listed above being submitted and appropriately addressing risk, visual impact and heritage implications.*
- 3. Advises all parties directly notified about the Development Plan of Council's decision.*

4. BACKGROUND / KEY INFORMATION

BACKGROUND

A Development Plan (v.12) for land at 6230 and 6280 Great Ocean Road, Apollo Bay was considered by Planning Committee on 19 September and 14 December 2016. The Development Plan showed the proposed subdivision of that part of the land in the Neighbourhood Residential Zone at 6280 Great Ocean Road into residential lots, with a balance lot (22.755ha) in the Rural Conservation Zone. Only a road network was shown within 6230 Great Ocean Road. Residential lots, with widths of approximately 12.5m, abutted the Great Ocean Road in that version of the Development Plan.

Details of previous versions of the Development Plan were provided to Councillors in a briefing on 14 February 2018. Figure 3 below shows the last version of the Development Plan (v.15) considered by Council, which had addressed matters such as the setback from the Great Ocean Road and lot widths.

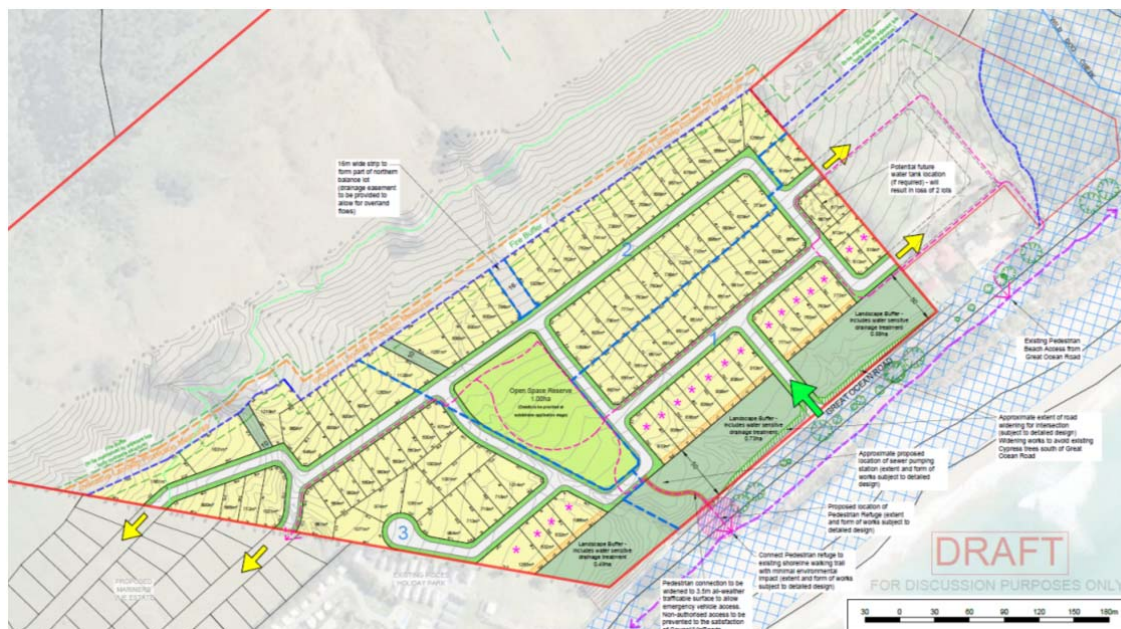


Figure 3: amended Development Plan submitted 14 February 2017

KEY INFORMATION

As noted earlier in this report, the Development Plan for 6230 and 6280 Great Ocean Road is currently the subject of an appeal to VCAT. The applicant has submitted a revised version of the draft Development Plan (v.25) for consideration by Council prior to a VCAT Compulsory Conference on 15 March 2018. A three day Hearing is scheduled to commence on 7 May 2018.

Compulsory Conferences are arranged so parties can discuss ways to resolve cases with the help of a VCAT Member. Parties who attend a Compulsory Conference are required to have knowledge of the issues in dispute and to give a summary of how they see the issues. If settlement is reached, the Tribunal Member will make orders to confirm it.

To inform Council's position for the Compulsory Conference on 15 March, a formal Council resolution is required on the current version of the Development Plan (v.25). The following sections of this report consider the potential impact on the character of the area, having regard to input from statutory external bodies and relevant Council departments. As part of the preparation of this report, the views of VicRoads, the Corangamite Catchment Management Authority (CCMA), the Department of Environment, Land, Water and Planning (DELWP) and the Country Fire Authority (CFA) have been sought. All of these authorities have confirmed that the principle of the proposed subdivision is acceptable to them. Council's Infrastructure, Environment, and Recreation and Open Space Units have also advised that the principle of the proposal is considered acceptable.

Subject land

The subject land, which currently comprises two lots, is in two zones (as shown in figure 4 below):

- The **Neighbourhood Residential Zone (NRZ1)**, within which the subdivision of land into residential lots is proposed.
- The **Rural Conservation Zone (RCZ)**, which would form a large balance lot, and a drainage reserve in 6230 Great Ocean Road near Wild Dog Creek.



Figure 4 – plan showing zones applicable to the land

The Great Ocean Road, to which the subject land has direct frontage, is a **Road Zone Category 1 (RDZ1)**.

Land outside the subject site, along the foreshore and Wild Dog Creek (to the north), is within the Public Conservation and Resource Zone.

Overlays

In terms of overlays, the land is covered entirely by the **Development Plan Overlay (DPO5)** and in part by the following overlays (which are also shown hatched in figures 5 to 8):

- **Design and Development Overlay, Schedule 10 (DDO10 - 6230, 6240, 6250 and 6280 Great Ocean Road and Lots 1 and 2 LP137842 Marriners Lookout Road, Apollo Bay) – 38.1%**
- **Significant Landscape Overlay, Schedule 5 (SLO5 – Apollo Bay Landscape Precinct) – 8.4%**
- **Significant Landscape Overlay, Schedule 3 (SLO3 – Apollo Bay Coastal Valley and Hills Precinct) – 54.5%**
- **Erosion Management Overlay, Schedule 1 (EMO1) – 61.9%**
- **Bushfire Management Overlay (BMO) – 49.9%.**

Of note is the fact that recent BMO mapping changes have introduced the BMO over part of the Development Plan land (as shown hatched in figure 8 below). As the BMO did not previously cover the land, the requirements for subdivision under the provisions of this overlay did not previously have to be met but would have to be addressed going forward. As well as requiring these standards to be addressed for any permit application, it is noted that DPO5 also requires the submission of *“a Bushfire Assessment that includes an assessment of the site risk and how subdivision will respond to this risk, particularly in respect of the revegetation of land above the 40 metre contour”*.

It is therefore recommended that VCAT be advised that Council considers that an updated Bushfire Assessment, or an addendum to the previously submitted ‘Bushfire Assessment Report’ by Foresite Planning and Bushfire Consultants (version 2, 14 April 2016), that has regard to the introduction of the Bushfire Management Overlay (BMO) over part of the land should be required.



Figure 5 – DDO coverage



Figure 6 – SLO coverage

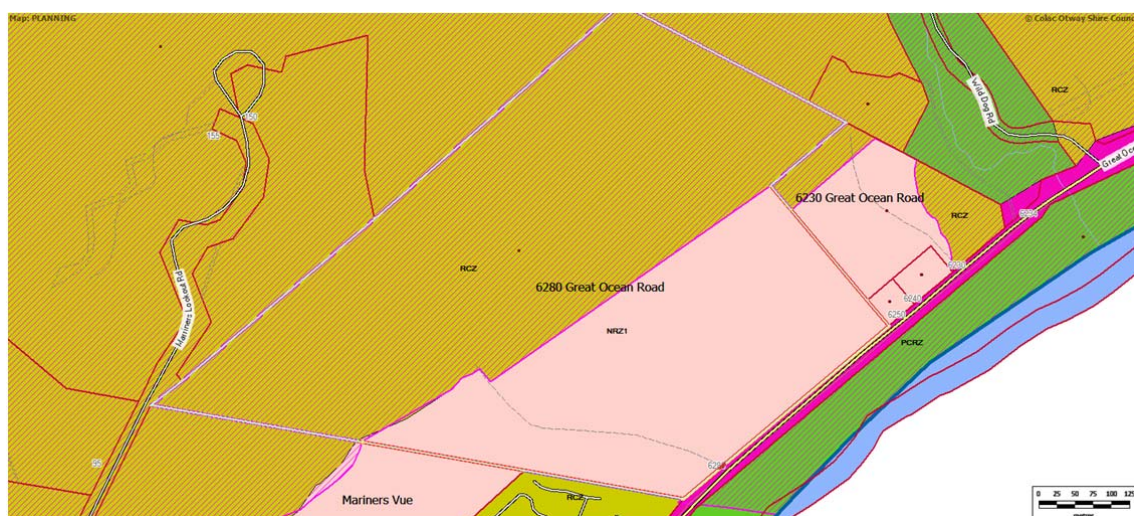


Figure 7 – EMO coverage

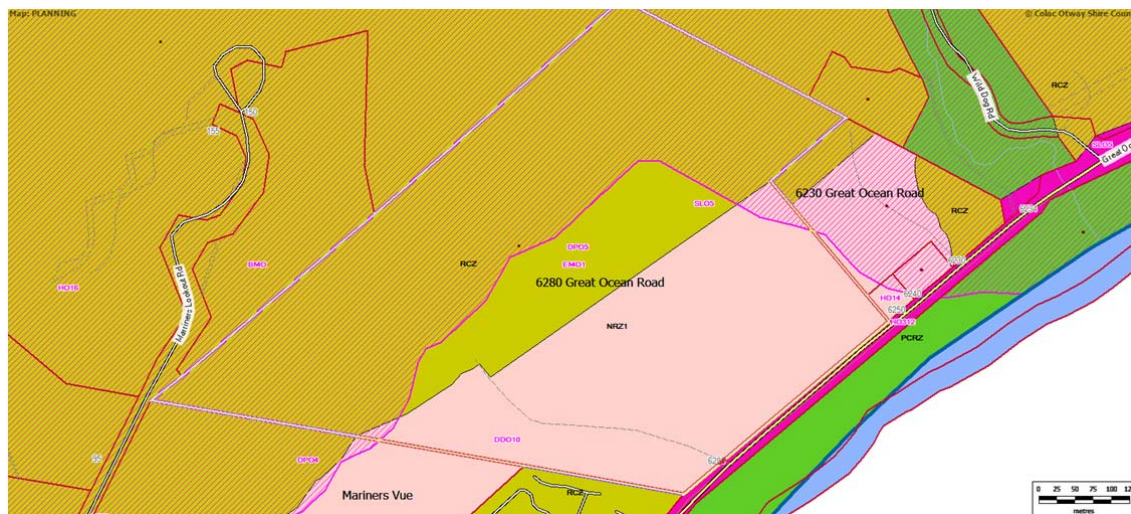


Figure 8 – BMO coverage

Proposal

The Development Plan (v.25) proposes the subdivision of land into 158 residential lots, with a balance lot within the Rural Conservation Zone and a number of reserves (figure 9). The subdivision is proposed in four stages.

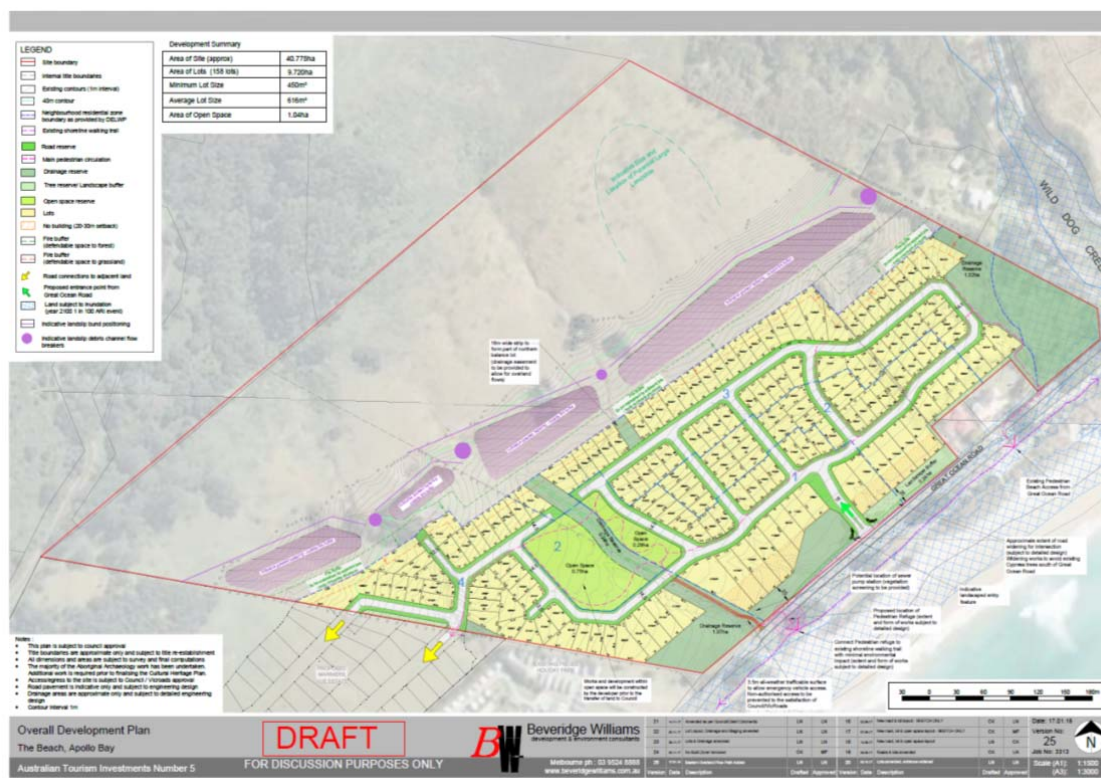


Figure 9 – Development Plan v.25

The proposed lots would have a minimum area of 450m² and an average lot size of 616m². All lots along the north and west boundaries would have an area greater than 500m². This would accord with the requirements in Schedule 5 of the Development Plan Overlay for *“a variety of lot sizes with a minimum average lot size of 600sqm and a minimum lot size of 450sqm a graduation to larger lots at the western and northern periphery of the site”*.

A single access would be provided from the Great Ocean Road into the subject land, with a second 3.5m all weather trafficable surface to allow emergency access (as requested when previously reviewed by Councillors).

Lot Layout

The proposed layout differs from the previous layouts in a number of notable ways. A lot layout is now shown for that part of the land at 6230 Great Ocean Road within the Neighbourhood Residential Zone (where previously only a road network had been depicted) as well as for 6280 Great Ocean Road.

A minimum setback of approximately 20m is proposed from the Great Ocean Road. Whilst this is a significant reduction from the 50m setback previously proposed, it would still maintain an open area at the front of the site which would accommodate open drainage reserves and a landscape buffer. The emergency access and a sewer pump station (which the applicant has indicated would be largely below ground and screened) would also be located in this area. To ameliorate the potential impact of built development on the streetscape, a further 'no build' area of 20m – 30m is proposed on most of the lots fronting the Great Ocean Road, which would ensure no buildings would be located within 40m of the site frontage.

The lots fronting the Great Ocean Road would generally have widths between 16m and 32.3m, apart from two with widths of 8.4m and 12.2m. The former would abut Pisces Caravan Park, whilst the latter would abut the drainage reserve running through the subdivision from the land in the Rural Conservation Zone. Lot sizes fronting the Great Ocean Road (19 lots) would range in size from 719m² to 2182m².

Lot sizes across the subdivision would accord with the minimum lot area of 450m² and the minimum average lot area of 600m² specified in DPO5. Internal frontages within the development would generally range from 14 to 18m, with the exception of a small number of lots (particularly in stage 4, where lots would front a shared driveway or have been narrowed slightly to provide space for the overland flow of stormwater to enter the proposed drainage reserve in Mariners Vue).

Having regard to the fact that the land is zoned for residential development, and given the setbacks from the Great Ocean Road and the proposed lot widths fronting that road, it is considered that the appearance of the land from the Great Ocean Road would be acceptable. Whilst the subdivision would undoubtedly alter the character of this part of Apollo Bay, it is not considered that it would have a significantly detrimental impact.

Future Dwellings

It is also noted that, under the provisions of DDO10 which applies to all of the land in the Neighbourhood Residential Zone, buildings and works must not exceed a height of 9m. In addition, a planning permit will be required for a dwelling if, inter alia, a lot is 600m² or less, the proposed height would exceed 8 metres or the site coverage is 40% or greater. If a planning permit is required under DDO10, an application must comply with certain specified requirements, including:

- “• *The area between the building and the property boundary is predominantly permeable to water and able to support substantial vegetation.*
- *Building design should step down with the topography of the land to avoid significant cut and fill earthworks.*
- *Dwellings should be constructed of a mix of contemporary and traditional coastal materials, textures and finishes including timber, render, glazing, stone, brick and iron roofing.*
- *Landscaping is to be provided in accordance with a landscape plan approved to the satisfaction of the responsible authority. This plan must:*
 - *Provide for the planting of predominantly native coastal and indigenous trees and shrubs in clumps and clusters and avoid formal row planting particularly along property boundaries.*
 - *Screen buildings, structures and areas of hard surfaces with appropriately scaled informal landscaping.*
 - *Provide species that are resistant to fire.”*

These requirements under the overlay will provide a level of control over future development on the land.

Those lots within 6230 Great Ocean Road, and possibly a couple of lots within 6280 Great Ocean Road, will also require permits for future dwellings due to the BMO.

Access and Road Layout

The Development Plan (v.25) has been reviewed, inter alia, by VicRoads and Council's Infrastructure Department, both of which confirmed they have no objection in principle to the proposed layout and access arrangements (see 'Referral Responses' section below). VicRoads has, however, expressed a preference for one access point to the land.

The Infrastructure Department has clarified one issue relating to the road reserve width with the applicant. It was noted that the Development Plan (v.25) under consideration has an annotation showing a 14.5m road reserve width. The applicant has advised that this would only be where the road borders a reserve, within which the path would be located. This is a matter that can be addressed by annotating the plans or adding a note, and an amended plan has been requested from the applicant to clarify that the 16m width required by the Infrastructure Design Manual (IDM) would apply unless a road borders a reserve. This amended plan was awaited at the time this report was drafted but, whilst the version number of the Development Plan will alter, should not change the assessment or recommendation in this report.

Drainage

Existing overland flow routes through the site would be maintained, with small overland flow reserves placed at the existing entry routes of overland flows into the area to be developed. The applicant has advised that, together with road grading, these would allow the overland flows to be directed either offsite to Mariners Vue drainage reserve, or along the central drainage channel that would be located within the proposed open space, with flows directed to wetlands along the Great Ocean Road frontage of the site. Drainage reserves and a landscape buffer are proposed along the Great Ocean Road frontage, which the applicant has advised would be planted with vegetation that would grow to a height of at least 2.5m. The side walls of the drainage channels would be at a grade of 1:6, to allow them to be grassed and therefore easily mown and maintained with the adjacent open space.

The CCMA, DELWP and VicRoads have all advised that they have no objection to this version of the Development Plan from a drainage perspective. Council's Infrastructure Department and Environment Unit have also confirmed that they consider the proposal acceptable in principle. The advice received from external bodies and Council departments is outlined later in this report.

The applicant has advised that it is not intended to adjust the existing culverts under Great Ocean Road, or to construct any additional culverts. Because flows would be retarded back to the pre-existing peak flows from the site, it is considered that the existing culverts would be adequate and there should be no need for any works within the foreshore because of the proposal. Representatives of VicRoads and DELWP have agreed with this approach in meetings with the applicant.

Open Space

Open space of 1.04ha is proposed in stages 1 and 2, with a financial contribution for the remaining 0.391ha required to meet the requisite 10% of residential land. Stage 1 is proposed to include open space of 0.29ha, which the applicant has confirmed would be 10% of that stage. This area of open space would be increased by 0.75ha in stage 2, with a drainage reserve located within the open space further increasing this area. The open space would be located a bit further to the south-west than proposed in previous versions of the Development Plan. Of note is the fact that stage 2 of the open space and the drainage reserves in the south-west of the site would be located in an area subject to a lease for a period of 199 years running from 16 December 2014, which also contains a requirement that the Lessor renew the lease for 3 further terms of 199 years each unless the Lessee does not require the renewal. The applicant has advised that a signed agreement with the leaseholder

of the land would be provided, allowing the developer to locate and build the open space and any required infrastructure if and when required by Council (i.e. in stage 2).

Pedestrian connections are also proposed, connecting from Mariners Vue to the south-west via the proposed open space described above and down to the existing shoreline walking trail. Further connections are proposed to link the open space to the drainage reserve and existing vegetated area to the north-east of the site. The applicant has advised that a crossing point connecting the site to the existing shoreline walking trail would be provided in stage 1 and would include a pedestrian refuge for crossing the Great Ocean Road. Clarification is being sought about the connection from the stage 1 land to the crossing point shown on the plan.

Landslip and Bushfire Risk

Earth bunds, which would be delivered in stages, are proposed to address landslip risk. Council's Geotechnical consultant has previously advised that this could be an acceptable solution to landslip risk. The applicant has advised that the earth bunds would be certified by the relevant professionals to ensure adequate protection for the subdivision, and that the process for obtaining professional advice so as to form a more detailed idea of the size, aesthetics and positions of the bunds has been initiated.

The applicant has advised that, based on professional advice, it is proposed that the bund be formed with a rear retaining wall structure facing up the slope and not visible to the public, to prevent debris 'launching' over the bund (figure 10 – indicative section of earth bund). The applicant has also stated that:

"Initial calculations show that the functional part of the bund may require dimensions in the order of 3m high and 7m wide. There is the possibility of reducing this size if a pile-driven wall can be located at the rear of the bund. The viability of this would be subject to onsite geotechnical investigations and cost assessments.

Due to the fall of the site, relatively steep (1 in 2 to 1 in 3 grade) slopes will be required in front of the functional part of the bund in order to batter back to the existing slope. Grades need to be around 1 in 6 for mowing to take place. For this reason, it is proposed to relocate the bund and battering further back in the site, outside of the required fire buffer. This will allow the bund to be planted out or hydroseeded with native grasses, to match the surrounding area, which will not require mowing. Depending on the grades required, geo-fabric may be investigated to provide extra stability on the front slopes of the bund.

Advice from Golders has recommended that where landslide debris flow may enter existing channels and flow into the developed portion of the site via roads and drainage flow paths, breaker zones be placed, consisting of driven piles, to break up the debris flow. The actual sizing, form and position of the breaker zones will be subject to detailed design. An additional breaker zone and drainage flow path has been added in the eastern portion of the site, to allow for debris flows to remain on the subject property, without impacting any allotments."

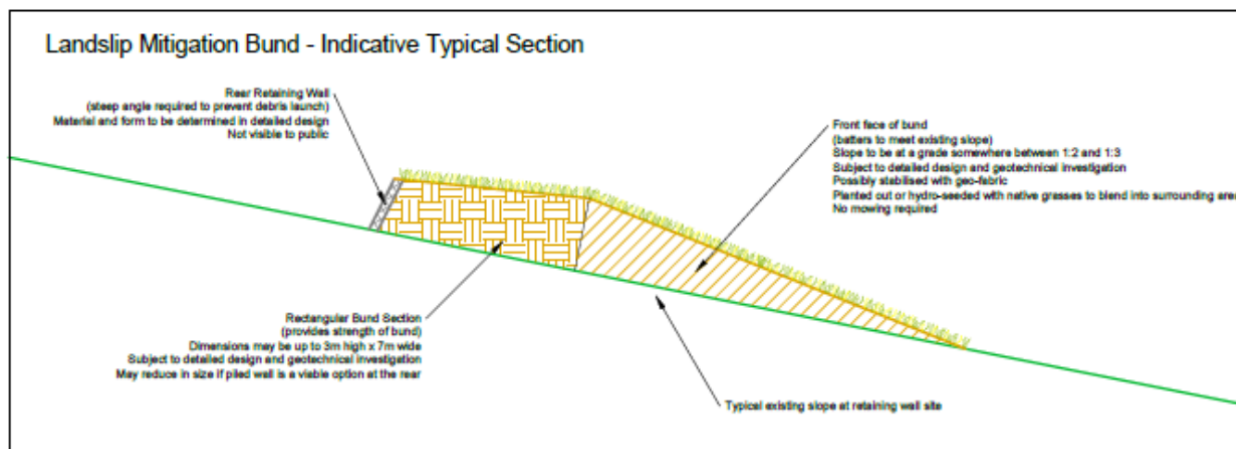


Figure 10 – indicative section of earth bund from Development Plan Summary Document (Appendix F)

It is considered that the appearance of earth bunds is likely to be less incongruous in the landscape than the previously proposed landslip debris fence, and the bunds would also potentially require less maintenance. The applicant has also stated that it is proposed that the bund be installed in such a way as to act as a catch drain, directing flows to existing overland flow routes entering the developed part of the site, and also offering protection from sheet flows to properties within the development.

The applicant has advised that *“it is proposed that mowing and maintenance of the earth bund be packaged with the fire buffer maintenance arrangements and that the client is open to discussion about the most appropriate legal mechanism to deal with this but is currently proposing the provision of a right of way in favour of lots within the development (and Council should they see the need), and a Section 173 agreement on the created and balance titles outlining the responsibilities and costs associated with maintenance of the area.”*

Bushfire Management

The CFA has raised no objection to the current version of the Development Plan (v.25) as noted in the ‘Referral Responses’ section of this report below. A fire buffer is proposed to the rear of residential lots abutting the Rural Conservation Zone, with a note on the plan stating that the fire buffer is *“to be maintained by adjacent lots body corporate structure”*.

As noted earlier in this report, recent BMO mapping changes have introduced the BMO over part of the Development Plan land (as shown hatched in figure 8 above). As the BMO did not previously cover the land, the requirements for subdivision in this overlay did not previously have to be met but would have to be addressed, particularly for the permit application, going forward. It is also recommended that the submitted Bushfire Assessment Report be updated, or an addendum to that report submitted, to consider any implications arising from the introduction of the BMO over part of the land.

Water and Sewerage

The applicant has advised that the current strategy for the provision of water to the site is to utilise the proposed site within the Mariners Vue Estate, as per Barwon Water’s preference. That site already contains an acquisition overlay and it is part of the water supply strategy for Apollo Bay.

Arrangements for the construction of the tank would be negotiated with Barwon Water, with an upgrade to the existing water supply required prior to Statement of Compliance for the first stage of subdivision. The applicant has advised that upgrade would also be adequate for fire-fighting purposes.

A sewer pump station is required on the site. It is proposed to situate the pump station towards the rear of the 20m drainage reserve, to the east of the emergency vehicle access, with vehicle access provided for

maintenance of the sewer pump station. The applicant has advised that the majority of the infrastructure required for the sewer pump station would be below ground, with a cabinet which could be screened.

Referral Responses

To inform the recommendation in this report, the views of a number of key authorities and Council departments were sought. Representatives from VicRoads and DELWP, as well as from a number of Council departments, also attended a meeting with the applicant in late November 2017 to discuss the revised Development Plan. The following summarises the feedback received:

VicRoads

"VicRoads has no concerns with this proposal. All issues that we have raised in the past have been addressed."

It is noted that DPO5 states that access to the site from the Great Ocean Road must be provided to the satisfaction of VicRoads. As concerns had been expressed in the past by Councillors and submitters about having one access to the site, VicRoads was asked to confirm its position on this matter and advised that it considers having a single access point to the land acceptable:

"Concentrate access at one point and reduce confusion (provision of adequate access treatment is crucial)."

"Didn't like the emergency access idea - too much temptation for Joe Public to cut locks/break bollards/whatever to make it a permanent, everyday access."

Corangamite Catchment Management Authority (CCMA)

The CCMA provided a formal response, advising as follows:

"Proposed Development Plan (Amended v25)"

An amended Development Plan (v25 17/1/20178 [sic] has been substituted by the developer for approval. The overall Stormwater Concept Plan has changed slightly with roadways and open space more aligned to the natural overland flow paths, but essentially the same layout as before with SBRB's along the Great Ocean Road. The eastern overland flow path has been added.

The CMA believes that the proposed residential development for ATI No.5 land is likely to meet the requirements of DPO5 planning provisions if generally in accordance with the latest plans and the Stormwater Management Strategy submitted for the application. Please note the pre development flood mapping is a requirement for this site to establish existing flooding conditions up to and including the 1% AEP flood event. This mapping can be in the detail design phase of the development and will need to be completed and approved before statement of compliance can be issued for the subdivision.

The Corangamite CMA has no objection to the drainage concept plans and the amended Development Plan.

Summary and Conditions

The background and details of the Authority's assessment of this application have been in previous response on 29 November 2017 (Ref -2017-0735-01).

*"In light of the above information and pursuant to Section 56 of the Planning and Environment Act 1987, the Authority **consent** for the submitted amended development plan (Beveridge and Williams v25 17/1/2018) to be endorsed by council that will then form part of the current planning permit for this development."*

Country Fire Authority (CFA)

"I have reviewed the amended plan and consider it satisfies CFA requirements, based on previous discussions.

However, I endorse your comments in email of yesterday, that a carriageway width of 7.3 metres will be required (where parking on both sides).

I note that the preferred water source by Barwon Water, partly for fire fighting, will be on the Mariners Vue Estate and will be upgraded prior to SOC being issued.

I assume that that requirement would be conditioned in any permit granted."

Department of Land, Water and Planning (DELWP)

A representative from DELWP attended a meeting with the applicant in late November 2017, when it was confirmed that DELWP considers the revised Development Plan acceptable in principle. That representative also confirmed verbally to Council on 7 February 2018, after the Development Plan (v.25) and the Summary Document were circulated that in January, that DELWP is "comfortable" with the plan.

Barwon Water

Barwon Water (BW) provided the following response to a previous version of the Development Plan on 21 February 2017:

"I can confirm that BW are comfortable with the revised DPO5. The developer's representative, Beveridge Williams, has had discussions with Barwon Water where the servicing solution has been discussed.

It is now the developers preference to site the water tanks on adjacent land to the west [i.e. land in Mariners Vue, which recently had a Development Plan and subdivision application approved], where BW currently has a Public Acquisition Overlay (PAO). Provided negotiations between developers is positive, this option is acceptable to BW. It is also noted that two lots will be shaded as 'potential water tank site' as a contingency if the preferred option encounters difficulties. Should the contingency sites be required, further concept work would be required at that time. This is acceptable to BW for the DPO purposes.

The sewer pump station has now been indicatively shown with access should be [sic] from internal roads, not the GOR. This is acceptable to BW."

Public Transport Victoria

Public Transport Victoria, when consulted on proposed stage 1 of the original Development Plan, advised that it has no objection to the proposal.

Infrastructure

The following is the comment made on the initial version of the Development Plan (v.20) submitted to Council after the previously considered Development Plan (v.15).

"Looking at the two drawings (v15 and v20) and the contours the v20 seems to better cater for drainage. As per...comments [from Council's Environment Unit] I would like to see the flow paths and detention locations. Especially how they will deal with detention at each stage.

Will also like to see how many outlet pipes they are proposing to discharge into the sea if any. I would say that the preference would be to have only one.

With the stormwater treatment our depot crew have reached their limits with maintaining underground GPTs (Gross pollutant traps) therefore the preference, for now, is to use wetlands”.

Subsequently the Infrastructure Department queried the road reserve width, noting that the drawing shows the road reserve as 14.5m. The Infrastructure Design Manual (IDM) standard is 16m with a 7.3m carriageway width, to allow a car to park on either side of the road and another one to pass. The Infrastructure Department also noted that this is the minimum road width required by the CFA.

Following receipt of clarification from the applicant confirming that the 14.5m width is only proposed where the road borders a reserve (within which the path would be provided), the Infrastructure Department advised that a 14.5m road reserve would be acceptable in such a case, but that a 16m width should be specified elsewhere. At the time of writing this report, the applicant has been asked to update the plan accordingly with a note, or to show the other road reserves with a width of 16m.

Recreation and Open Space

- “• The new Development Plan seems to address some of the concerns that have previously been raised.*

In response to section 3 of the report – Open Space Provision

- 3.1 – Open Space Provision (10% of Land for Residential Purposes)*
 - Council accepts the proposed land and cash contribution breakdown – 1.040ha open space land contribution and cash contribution for the balance of open space required 0.391ha.*
- 3.2 – Location and Connectivity of Open Space*
 - Council accepts the information provided in relation to the location of the proposed open space.*
 - Council will need to receive a copy of the signed agreement with the Leaseholder of the land allowing the developer to locate and build the Open Space and any required associated infrastructure (in this case in Stage 2 of the development). The said agreement will also allow for the subdivision of the land and the transfer of the title of the reserve to Council. It should be noted and reinforced that “works and development within the open space will be constructed by the developer prior to the transfer of land to Council”.*
 - Proposed pedestrian connections – the proposed connection down to the existing shoreline walking trail via the pedestrian refuge must be provided in Stage 1. At the moment, it is proposed that this connection will be provided in Stage 4 however this proposal is unacceptable. There must be a safe DDA path from the development to the pedestrian refuge. The parcel of open space proposed to be provided in Stage 1 shows a pathway that would lead pedestrians to access the pedestrian refuge through this drainage reserve, however the drainage reserve improvements are not proposed to be provided until Stage 4. It is important that a safe and continuous path is provided from the open space provided in Stage 1 to the pedestrian refuge for crossing the Great Ocean Road in Stage 1. Residents will want to access the beach from the development so a path will be required. ...*
- 3.3 – Staged Provision of Open Space*
 - Accept part of the open space being provided in Stage 1 and then the remainder in Stage 2.*
 - Accept the open space provision of 0.29ha being provided in Stage 1. With the drainage works not occurring until Stage 2, there will be a requirement for the developer to ensure*

that the walkways adjacent to drainage reserves are safe for the public to use and DDA compliant.

- *Accept the balance of the open space being provided in Stage 2.*
- *3.4 – Draft Neighbourhood Park Concept Plan (version 03)*
 - *On first glance we are generally happy with the proposed Local Park Concept Plan and general layout.*
 - *Additional notes will need to be included on the plan [relating to design, details and standards].....”*

As noted earlier in this report, clarification is being sought about the connection from the stage 1 land to the crossing point shown on the plan.

Environment Unit

Comments on Development Plan (v.20):

“The key issue from an environmental perspective is the management of the stormwater, in terms of quality and quantity. This consideration is noted in the DPO5 and will need to be addressed in any future subdivision application.

In discussions earlier this year, Council were presented with a concept for stormwater management.....which showed three retention and treatment basins to address water quality and quantity requirements. Council supports this type of end of line treatment.

The most recent version of the plan shows that one of the major natural drainage lines will be incorporated in the subdivision. Council supports this approach.

However, it is not clear how the stormwater will be managed across this site. It is suspected that end of line treatments will be proposed (as the same ‘drainage reserve’ terminology is used along the Great Ocean Road frontage) but this is not clear. Accordingly, Council should seek an Overall Stormwater Concept Plan which would show:

- *Internal flow paths*
- *External flow paths*
- *Detention*
- *Stormwater treatment (e.g. wetlands etc.).*

I note that Recreation and Open Space have requested a Landscape Master Plan, which would show proposed planting. This is also required from an environmental perspective, particularly along the drainage line to ensure erosion issues are managed.

Finally, it is not clear to me what the intention is with the small area of land in the north east corner. The current layout suggests that it will become landlocked into the future.”

Further comments were provided about Development Plan (v.25):

“Given this site it highly modified, there is very little to consider from an environmental perspective (e.g. in terms of threatened species, native vegetation).

Therefore, the key consideration from my perspective will be clause 56.07. I appreciate that this is really addressed at the subdivision stage, but think it is important to consider now. I note that

wetlands and bio-retention systems are recommended, to address this clause. I support this approach.

However, I think that the key question is whether Infrastructure support the approach, as they are going to have to resource and coordinate the maintenance of the basin into the future.

Otherwise, I have no other objections or comments.”

Other Approvals

It is also noted that an assessment of the Development Plan may be required under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) because of the National Heritage Significance of the Great Ocean Road. This would be a Federal Government Assessment. The applicant has in the past been made aware of this potential requirement and previously committed to addressing any such requirements prior to subdivision (advising at the time that the assessment fee alone costs \$7,352). It is recommended that VCAT be advised that a commitment be made to ensuring that the proposal would comply with the EPBC Act prior to the subdivision stage (if required).

Submissions

To help inform Council’s assessment of the revised Development Plan, informal public notification was carried out. The Development Plan was advertised in the Apollo Bay News Sheet on 25 January 2018, and abutting landowners and previous submitters were sent letters notifying them of the revised proposal. In addition, the Otway Coast Committee and the Western Coastal Board were notified about the amended Development Plan. The views of the Western Coastal Board had not been received at the time this report was drafted. Councillors will be advised if any comments are received and provided with a copy of such comments.

Otway Coast Committee

The Otway Coast Committee (OCC) raised concerns, inter alia, about the potential for environmental/erosion impact on public land and the beach due to stormwater runoff, and drew attention to the 2012 Coastal Hazard Assessment Management Plan that notes *“more rapid recession (of the shoreline) has historically been observed at the location of stormwater outlets”*. The OCC also noted the COS planning requirement for a subdivision specific coastal hazard assessment has not been completed. The OCC requested that the subdivider submit a coastal hazard assessment to OCC for review, and to propose mitigations for any drainage related erosion risks.

The OCC also considers that the subdivision would increase the risk of discharge of litter, silt, pollutants, etc. to the beach during both the construction phase, in the longer-term and especially in the event of a landslip. The OCC requested the installation of litter, silt and pollutant traps upstream of any runoff discharge onto public land or beach.

The OCC noted that the proposed pedestrian crossing locations would increase the number of persons accessing the beach across the dunes opposite the proposed subdivision, which would increase the risk of dune erosion. To mitigate the erosion risk, the OCC requested that the developer make a capital works contribution of \$25,000 to the OCC to construct 2 timber beach access boardwalk/stairs opposite the proposed subdivision. The OCC also advised that it expects the beach access to be designed and constructed in a manner that does not impact on the environment or restrict access at other locations, and properly intersects with the Apollo Bay to Wild Dog pathway and is resilient to sea level rise.

The OCC noted and supports *“the 50m wide landscape buffer adjacent to the GOR”* and advised it would not accept responsibility for management of any public open space arising from the subdivision, including the proposed landscape buffer land adjacent to the Great Ocean Road.

Other Submissions

At the time of writing this report, seven (7) submissions have been received to the current version of the Development Plan (v.25). Issues raised, which have been roughly grouped into topics for ease of reference (but are not in a particular order), include:

- Layout, visual impact etc. – consider reduction in setback to Great Ocean Road unacceptable; overdevelopment; would be unfortunate entry to Apollo Bay; query whether there would be a requirement for a reasonable space between the houses fronting Great Ocean Road; buildings are still too close (and/or too high) to the Heritage Listed Great Ocean Road; screening by vegetation is not a solution; either set-backs should be increased further or height should be reduced to single-storey; developer has responded to Council's concerns regarding the presentation of the development to the Great Ocean Road but the balance of stage 1 and stages 2, 3 and part of 4 allotments all take a boring uniformity which do not reflect the intent and guidelines that accompany the Council's Town Planning Scheme; consider allocation of setback to the Great Ocean Road as a drainage reserve/wetland, and location of a sewage pumping station as unacceptable; average size of lots has been reduced from 798m² to 618m², and the area of the development site increased from 36.722ha to 40.775ha; difficult to achieve the design objectives under DDO10.
- Stormwater/drainage: query if statements on drainage are backed by engineering reports or impact studies; the allocated space for wetlands along the Great Ocean Road is between 20 and 30 metres up a steep incline; concern about potential water flow to the east of the bund along neighbouring boundary; request for assurance that a permanent water way would be established and maintained if the development goes ahead; query if all the drainage reserve included in stage 1; added pressure from the reduced permeability caused by the development on the existing drainage culverts is inevitable and has been seen to be the cause of coastal erosion and drainage outlet problems closer to town; existing pipes under the Great Ocean Road are unable to carry the storm water from this property now; consideration should be given to requiring the developer to install pipes that transfer the runoff down to the Wild Dog Creek rather than across the Great Ocean Road; recommended that Council require piped inverts through and along all drainage reserves and Public Open Space Reserves and grassed over to maximize the public use of these reserves and reduce future maintenance costs to Council; volume of stormwater runoff coming from developed properties which contain houses, garages, sheds and hard standing impervious areas because of the removal of ground absorption runoff increases conservatively by at least 300%, and peak runoff time is also shortened considerably due to the lack of former ground absorption and ground flow retardation previously obtained on an undeveloped allotment; all residential easement drainage from Stage 1 together with all retarding basins overflows should be piped to a legal point of discharge which should be nominated as Wild Dog Creek to ensure that no flooding of the Great Ocean Road occurs in the future.
- Access: single access to the Great Ocean Road; insufficient land between the GOR pavement and the property boundary to accommodate the required sliplane; can Council request the developer to construct the road through the Marriners Vue Estate if this has not been completed before the development on 6280 GOR?; width of internal road pavement; possibility that there may not be an alternative access/egress from the site for many years; note that Marriners Vue site was advertised for sale as a potential hotel/resort development, and query access to DPO5 land if not connected to Mariners Vue; access inadequate especially for service and emergency vehicles.
- Earth bund: query acceptability of landslip mitigation measures; query about responsibility for maintenance of bund; requires expert examination of the safety of the design; continued responsibility for, and maintenance of, the land outside the earth bunds should also be established; view of the estate will be from the back at a large strip of "wall" behind a dense mass of houses; query management of earth bund if subdivision done in stages, and liability issues; Bunds will increase risk of landslip by placing an additional load on already unstable slope; earth bund solely the responsibility of the developer and all the costs involved and any future responsibilities and liabilities of any such actions remain with the developer; water concentrated and redirected by the use of bunds - increased risk of future landslip.
- Heritage: queries about Great Ocean Road listing and whether the developer has applied to the Department of Environment.

- Query if crossing point connecting the site to the existing shoreline walking trail has been authorised by VicRoads.
- No provision in the plan for an easement for the existing 11,000 volt power lines that traverse the property; no provision for access to the unused land above the allotments for fire access or maintenance; no provisions in the plan for the fire protection, upkeep and maintenance of the unused areas on the upper slopes of allotment 6280 and 6230 and the drainage reserves.
- Consider changes need to be examined as workable solutions in addressing environmental and aesthetic considerations given the staged development process.
- Concern about sea level rise; Great Ocean Road is subject to flooding by storm surges at the junction of the Marriners Lookout Road on a regular basis; in the future (about 30/40 years) Vic Roads and the COS will require a road easement through the sub-division to provide for the realignment of the Great Ocean Rd when the coastal strip has been eroded.
- Will create infrastructure costs such as pathway into the township - not along the foreshore bike/pedestrian track that is subject to washing away. Also ongoing operational costs and once sold off would appear to come back on to ratepayers.
- Amenity of the community could be greatly increased by providing a walking track in the undeveloped land at the back of the site allowing the public to walk along the hillside back towards Marriners Lookout Road.

Councillors and the applicant have been provided with full copies of the submissions received.

The issues raised by the Otway Coast Committee and other submitters have largely been addressed earlier in this report, with a number of the matters to be further considered in detail at the subdivision application stage. As noted, on balance it is considered that the proposed subdivision would be acceptable in terms of its layout and impact on the character of the area, having regard to the fact that the land is zoned for residential purposes. Relevant external bodies and internal Council departments have reviewed the Development Plan (v.25) and have advised that they consider the stormwater/drainage arrangements acceptable, with further more detailed information to be appropriately required through the planning permit process. Both VicRoads and Council's Infrastructure Department have advised that access and circulation arrangements are acceptable in principle. Again, the detailed design would be reviewed through the planning permit process. The earth bund is considered an acceptable solution to landslip risk issues, subject to design by appropriately qualified professionals and review at planning permit stage by Council's independent consultant. The issue of the potential requirement for approval under the EPBC Act has previously been raised with the applicant and it is recommended in this report that it also be flagged at VCAT as a issue that needs to be addressed. On balance, it is considered that the amended layout is acceptable in principle, with further detailed information appropriately to be addressed through the planning permit process.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Council recognises the significance of this site being the major entrance to Apollo Bay and is committed to ongoing community engagement and input to the planning process. Council therefore is inviting submissions from the community regarding the amended Development Plan, to help inform the decision to be made about Council's position on this version of the Development Plan. This will be considered at the Ordinary Council meeting on 28 February 2018.

It should be noted that, as there is no statutory process for undertaking public notification on Development Plans, there are also no third party appeal rights (such as going to VCAT) for submitters.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The following strategic themes, outlining what Council wants to see by 2021, are considered of relevance:

Our Prosperity

Goal - Plan infrastructure, assets and land use with a long-term vision for economic growth.

Actions include – provide direction on how growth across the Shire should proceed and ensure adequate land is provided for industrial and residential use.

Our Places

Goal - Our places are managed for long-term sustainability.

Actions include -Ensure best practice guides planning and management of the natural environment and associated assets.

Goal - Towns and places are welcoming and attractive.

Actions include - Enhance the attractiveness of towns in the Shire for both residents and tourists/visitors.

Goal - Leadership in natural environment through good management practices.

Actions include - Ensure best practice guides planning and management of the natural environment and associated assets, and Council's response to climate change; minimise coastal erosion in partnership with other stakeholders and implement measures to assist climate adaptation.

Our Leadership and Management

Goal - Openness and accountability in decision making.

Actions include - Ensure wherever possible decisions are debated and made in open Council meetings.

The subject land is a key entrance to Apollo Bay and its future subdivision and development must be undertaken in a manner that acknowledges its important location and addresses environment issues (including landslip and bushfire risk).

Whilst there is no statutory process for public exhibition of a development plan, Council recognises the importance of community involvement and therefore undertook informal exhibition. Any submission received will be taken into account, albeit submitters have no statutory rights.

ENVIRONMENTAL IMPLICATIONS

A Coastal Hazard Vulnerability Assessment (CHVA) has previously been submitted for the land. This indicates that the area of the land to be subdivided would not be inundated to 2100, on the assumption of a 0.8m sea level rise. This level accords with the benchmark sea rise level recognised throughout Planning Schemes in Victoria.

SOCIAL & CULTURAL IMPLICATIONS

The site is an important entrance to Apollo Bay and its future subdivision and development will be important to the town.

ECONOMIC IMPLICATIONS

The future subdivision of the land will result in a significant increase in the size of the town, with associated economic implications.

LEGAL & RISK IMPLICATIONS

The safety of future development of the land hinges on the construction of an appropriate landslide mitigation measure to the rear of the proposed developable area, and ongoing maintenance of the proposed fire buffer. As proposed, responsibility for the management and maintenance of earth bunds and the fire buffer would lie with lot owners, with a Section 173 agreement on lots within the DPO5 land. Council would not be responsible for maintenance, or any liability issues.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Council has engaged Harwood Andrews Lawyers to represent it at VCAT on this matter. Costs associated with this representation have been factored into the budget. These costs should be minimised if a resolution can be reached with the proponent prior to the full hearing in May.

7. IMPLEMENTATION STRATEGY

DETAILS

Council's role in this matter is not as decision-maker, as an appeal has been lodged at VCAT. A Hearing will be held into the acceptability of the Development Plan for the land which, if approved, will guide the future subdivision and development of the land. A planning permit for the subdivision of the land in general accordance with the Development Plan will subsequently be required.

COMMUNICATION

There is no statutory provision for public notification of development plans. The Development Plan Overlay Schedule 5 (DPO5) went through a public exhibition process during the Planning Scheme Amendment process in accordance with the requirements of *Planning and Environment Act 1987*.

Despite this, as with previous versions of the Development Plan for this land submitted to Council, the current version of the Development Plan was exhibited on an informal basis to the public, by sending letters to adjoining and surrounding landowners and occupiers, and to previous submitters. This was done to help inform Council's assessment and enable a better informed decision to be made in appreciation of the benefits of local knowledge.

The Development Plan was also advertised on the website, and in the Apollo Bay News Sheet on 25 January 2018. The responses received are discussed above.

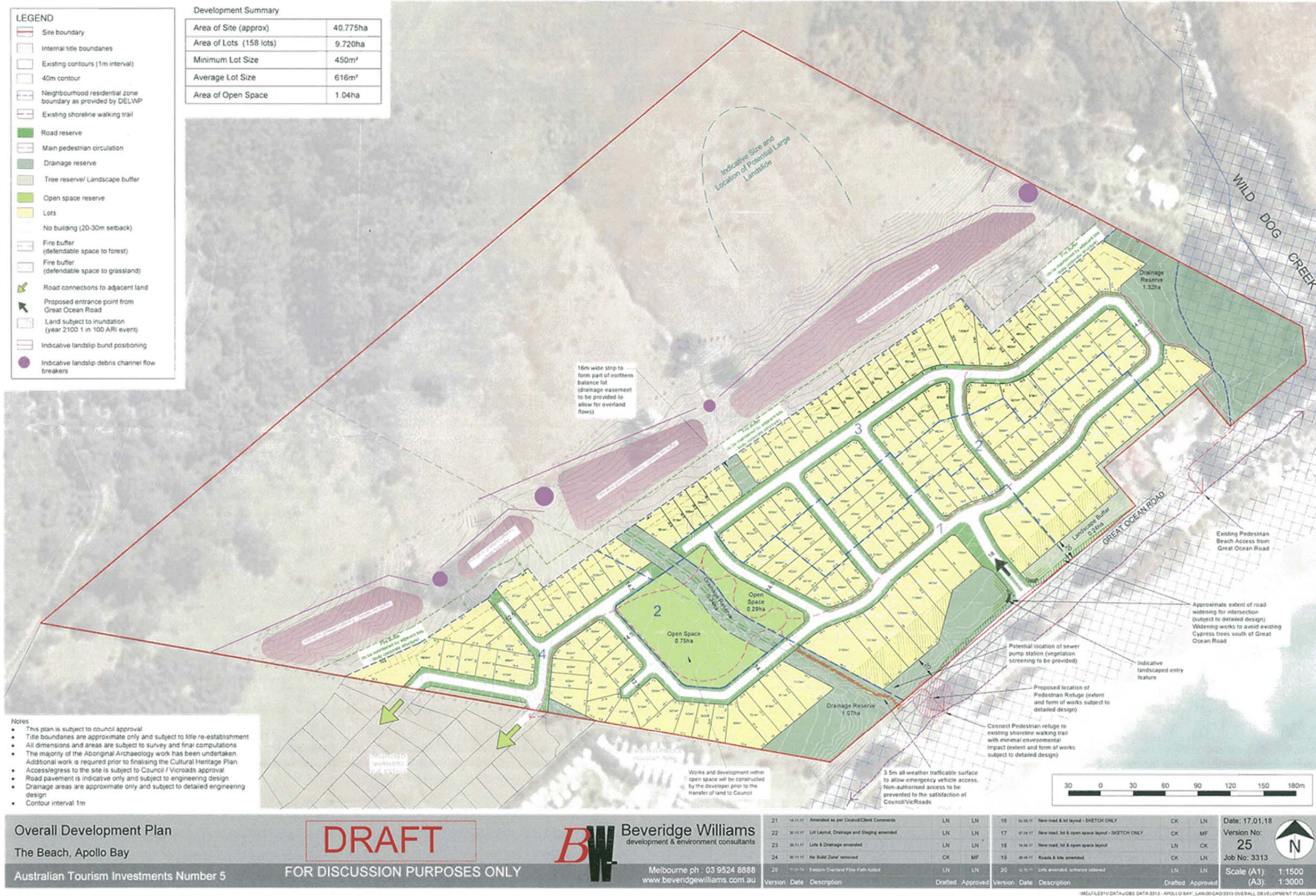
TIMELINE

Council's position on the revised version of the Development Plan (v.25) will be established at the Ordinary Council meeting on 28 February 2018. The applicant will be advised of this position following the meeting, and it will be communicated to the Tribunal at the Compulsory Conference on 15 March 2018 when leave will be sought by the applicant to substitute Development Plan (v.25) for the previous version of the Development Plan. A three day VCAT Hearing is scheduled to commence on 7 May 2018.

As noted above, a planning permit for the subdivision of the land in general accordance with the Development Plan will subsequently be required. The applicant has already submitted a planning application, in October 2015, for stage 1 of the subdivision shown on the Development Plan under consideration at the time. That permit application has never been amended to reflect subsequent iterations of the Development Plan, but the applicant has requested that the permit application be considered by VCAT (including revisions as necessary). This permit application will not be considered by VCAT until an administrative mention on 13 July 2018. By that date each party must advise the Tribunal in writing whether the matter is resolved or is proceeding to a hearing; if that party is ready for a hearing; that party's estimate of the duration of the hearing; and whether a further directions hearing or mention is requested.

8. OFFICER DIRECT OR INDIRECT INTEREST

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



Beveridge Williams




The Beach – Apollo Bay

Development Plan Summary

17 January 2018

DOCUMENT CONTROL DATA

	Beveridge Williams Melbourne Office 1 Glenferrie Road Malvern Vic 3144 PO Box 61 Malvern Vic 3144 Tel: (03) 9524 8888 beveridgewilliams.com.au	Title	Development Plan Summary
		Author	Leanne Nickels
		Checked	Mark Fleming
		Project Manager	Bernard Stewart
		Synopsis	Brief report discussing the revised development plan

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Client: Australian Tourism Investments No.5 Pty Ltd

Revision Table

Rev	Description	Date	Authorised
01	Initial Issue	20.11.2017	M. FLEMING
02	Section 7 Added	21.11.2017	M. FLEMING
03	Development plan amended to V24, responses to meeting with Council, November 2017 added	12.01.2018	M. FLEMING
04	Development plan amended to V25, further information regarding landslide mitigation measures added	17.01.2018	L. NICKELS

Distribution Table

Date	Revision	Distribution

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1 INTRODUCTION

1.1 Development Plan

This development plan has undergone a number of iterations as concerns have been raised and addressed by the various interested parties.

In Version 22, ATI No. 5, under new leadership, has sought to address all concerns raised in the past, to produce a development plan that can be welcomed by Council, Community, and Developer alike.

The following summary addresses key concerns on the development, and explains how they have been mitigated in this new design.

1.1a Response following meeting with Council – November 2017

After meeting with Council in November 2017, the development plan has again been revised, and is now at Version 25. The main changes concern the drainage channel through the centre of the open space, and the removal of the lot above the 40m contour. The changes are discussed in further detail within the following sections of this report.

2 DEVELOPMENT PLAN

2.1 Lot Sizing and Frontages

The development plan has now been amended to show all lots above the minimum required size of 450m². Additionally, all lots along the north and west boundaries of the site have an area greater than 500m².

Internal frontages within the development range from 14 to 18 m, with the exception of a small number of lots in stage 4, where lots front a shared driveway, and where lots have been narrowed slightly to provide space for the overland flow of stormwater to enter the proposed drainage reserve in Mariners Vue.

Lot widths fronting the Great Ocean Road range from 16 to 20m.

Refer Appendix A.

2.2 Lot Setbacks & Height Restrictions

An assessment of the visibility of any potential housing fronting the Great Ocean Road has been undertaken – refer Appendix B.

The zoning of the site allows for a maximum building envelope height of 9m, measured from natural ground level.

It is proposed to provide “no building” setbacks of between 20m and 30m, depending on the depth of the block, and to provide vegetation along the landscape buffer and drainage reserves along the Great Ocean Road frontage, which will grow to a height of at least 2.5m

The attached sections demonstrate that, at worst, approximately the top 3.5m of housing on 6 lots will be visible from vehicles travelling along the great ocean road (lots east of proposed entry road).

It is also proposed to provide design guidelines for the estate, which will ensure any visible housing has high aesthetic value, and respects the natural form and siting of the land.

Overall, these measures ensure that the valued entryway into Apollo Bay is not negatively aesthetically impacted by the proposed development.

2.2a Response following meeting with Council – November 2017

Council pointed out that the oblique view, travelling into Apollo Bay along the Great Ocean Road has also had high importance to locals and Councillors in the area. In response, the attached “Potential Future Streetscape” render has been produced, showing that the views will not be adversely impacted. A number of taller species is intended to be interspersed with the vegetation in the landscape buffer, providing further screening of houses and enhancing the aesthetic appeal of the estate.

Refer Appendix C.

2.3 Land Above the 40m Contour

DPOS makes mention that development should not occur above the 40m Contour. We request that Council review this requirement, in light of the Neighbourhood Residential Zone encompassing a small pocket of land above the 40m contour in the west of the site.

It is noted that the Mariners Vue Development, immediately west of the proposed development, has been approved with lots situated above the 40m contour, and a connection into the proposed development, also occurring above the 40m contour.

We ask Council to consider that we be allowed to deliver the single proposed lot above the 40m contour, in order to make the provision of the connection financially viable to the developer, and in the interests of fairness, since no restriction has been placed on the Mariners Vue Estate.

Additionally, there is a requirement for this development to provide landslide mitigation measures along the rear of the Neighbourhood Residential Zone, which would protect the proposed lot above the 40m contour from any landslide impacts.

2.3a Response following meeting with Council – November 2017

Following discussions with Council regarding this matter, the development plan has been amended to show land above the 40m contour contained within a single lot, which also has sufficient area for a dwelling to be constructed below the 40m contour.

3 OPEN SPACE PROVISION

3.1 Open Space Provision (10% of Land for Residential Purposes)

Council has requested that an open space contribution as a combination of land (a 1ha Open Space Reserve as a minimum) as well as a cash financial contribution for the balance of the required contribution be provided.

The total land on this development proposed for residential use is 14.305ha.

The current plan provides an open space of 1.040ha, and the applicant agrees they are willing to provide a cash contribution in lieu of the remaining 0.391ha.

3.2 Location & Connectivity of Open Space

The open space has been located further west than Council had indicated a preference for. We understand Council's preference to be based on a central location (within the estate) and the ability to deliver the public open space on the leased land. The attached Open Space Location and Connectivity Plan (Appendix D) demonstrates that over 98% of lots (all except 3) are within a 400m walkable catchment of the proposed open space. The remaining 3 lots are within 450m. It is also noted that the adjacent Mariners Vue development plan provides for public open space on the western boundary of that site, making this open space area quite central in the broader context of the residential area.

To assuage Council's concerns that the remaining Open Space may be delayed by the long-term leasehold that exists on the land on which much of the open space is situated, the developer will provide a signed agreement with the Leaseholder of the land, allowing the developer to locate and build the Open Space and any required associated infrastructure, if and when required by Council (in this case, with Stage 2 of the development). The Agreement would also allow for the subdivision of the land and the transfer of title of the reserve to Council.

Pedestrian connections are proposed, connecting from the Mariners Vue Estate to the west, via the proposed Open Space, and down to the existing shoreline walking trail. Further proposed connections link the Open Space to the Drainage Reserve and existing vegetated area in the east of the site.

A crossing point connecting the site to the existing shoreline walking trail is to be provided in stage 1, and will include a pedestrian refuge for crossing the Great Ocean Road.

3.3 Staged Provision of Open Space

An area of 10% of the residential area of stage 1 (0.29ha) is proposed to be delivered with Stage 1, as a standalone open space. This will include embellishment of the open space, including a DDA compliant walking path, picnic facilities, and tree plantings.

The remaining 0.75ha of open space is to be delivered with stage 2. This is necessary to allow available cash flow from the initial stage to fund the embellishments that will be required.

3.4 Draft Neighbourhood Park Concept Plan

A draft concept plan has been provided (Appendix E), which demonstrates that the proposed site can comply with Table 7.1 of the Colac Otway Public Open Space Strategy, for a Neighbourhood Parkland.

The plan provides for a DDA compliant walking path, picnic facilities, and tree plantings. Additionally, a children's playground is proposed, in order to meet the requirements of DPOS.

Boardwalk crossings are proposed, to provide for pedestrian access across the drainage channel, while curved gabion walls will allow the slope to be softened to provide for an informal play area.

The side walls of the channel are proposed to be provided at a 1:6 grade, to allow them to be grassed, and thus easily mown and maintained with the rest of the reserve.

4 AVOIDANCE OF IMPACTS ON GREAT OCEAN ROAD

4.1 Existing Trees

The proposed works to provide an entryway into the estate have been sited so as to ensure no existing Trees along the ocean side of Great Ocean Road will be impacted.

4.2 Existing Cable Station

The proposed works to provide an entryway into the estate have been sited so as to ensure all works remain within the frontage of the proposed estate, and the existing title containing the historic Cable Station will not be impacted.

4.3 Views from Great Ocean Road

As detailed in section 2.2 above, view from the Great Ocean Road have been considered, and any housing impacts to the existing views will be minimal.

Additionally, any infrastructure required to be positioned within the landscape or drainage buffers (e.g. sewer pumping station) will be well screened with vegetation to minimise any aesthetic impacts.

5 LANDSLIDE MITIGATION

5.1 Proposed Earth Bund

It is proposed to provide an earth bund, delivered in stages as appropriate, to protect proposed lots from any landslide impacts. The earth bund will be certified by the relevant professionals to ensure adequate protection for the subdivision, and will feature a profile at a grade which can be mown, for easy maintenance. It is noted that the bund will be located within the fire buffer area which also requires ongoing maintenance.

5.1a Response following meeting with Council – November 2017

The process of obtaining professional advice so as to form a more detailed idea of the proposed bund's size, aesthetic and position has been initiated. An initial report has been received and the developer is now undertaking further investigation of the options presented, so a decision on the final form of the bund can be made.

5.1b Initial concept and typical section of bund

Based on professional advice received from Golder Associates an initial concept for the size, form and positioning of the proposed earth bund has been put together.

It is proposed that the bund is formed with a rear retaining wall structure facing up the slope, to prevent debris "launching" over the bund. This side of the bund will not be visible to the public and so aesthetics are not as important in this area.

Initial calculations show that the functional part of the bund may require dimensions in the order of 3m high and 7m wide. There is the possibility of reducing this size if a pile-driven wall can be located at the rear of the bund. The viability of this would be subject to onsite geotechnical investigations and cost assessments.

Due to the fall of the site, relatively steep (1 in 2 to 1 in 3 grade) slopes will be required in front of the functional part of the bund in order to batter back to the existing slope. Grades need to be around 1 in 6 for mowing to take place. For this reason, it is proposed to relocate the bund and battering further back in the site, outside of the required fire buffer. This will allow the bund to be planted out or hydro-seeded with native grasses, to match the surrounding area, which will not require mowing. Depending on the grades required, geo-fabric may be investigated to provide extra stability on the front slopes of the bund.

Advice from Golder's has recommended that where landslide debris flow may enter existing channels and flow into the developed portion of the site via roads and drainage flow paths, breaker zones be placed, consisting of driven piles, to break up the debris flow. The actual sizing, form and position of the breaker zones will be subject to detailed design. An additional breaker zone and drainage flow path has been added in the eastern portion of the site, to allow for debris flows to remain on the subject property, without impacting any allotments.

Refer Appendix F for a plan demonstrating the intended concept, including an indicative typical section.

5.2 Maintenance of Earth Bund

It is proposed that mowing and maintenance of the earth bund be packaged with the fire buffer maintenance arrangements. Our client is open to discussion about the most appropriate legal mechanism to deal with this but is currently proposing the provision of a right of way in favour of lots within the development (and Council should they see the need), and a Section 173 agreement on the created and balance titles outlining the responsibilities and costs associated with maintenance of the area.

5.3 Impacts on Drainage Overland Flow

There has been some concern in the past that the natural overland flow from higher up the site would be impacted by the installation of an earth bund. It is proposed that the bund be installed in such a way to act as a catch drain, directing flows to existing overland flow routes entering the developed portion of the site, and also offering protection from sheet flows to properties within the development.

6 DRAINAGE CONSIDERATIONS

6.1 Central Drainage Channel

The plan attached in appendix G demonstrates that existing overland flow routes through the site are to be maintained. Small overland flow reserves have been placed at the existing entry routes of overland flows into the area to be developed. Together with road grading, these will allow the overland flows to be directed either offsite to Mariners Vue drainage reserve, or along the central drainage channel to be provided within the proposed open space.

The side walls of the channel are proposed to be provided at a 1:6 grade, to allow them to be grassed, and thus easily mown and maintained with the rest of the reserve.

6.1a Response following meeting with Council – November 2017

At the meeting, Council Officers expressed concern at the narrow width of the channel at the northern entry point to the developed area. In response, the development plan now shows the channel extending through at a consistent width. Additionally, the northern road crossing the drainage channel has been converted into two non-joining T-heads, allowing for the removal of a culvert crossing, and presenting the added benefit of removing a long, unrestricted section of road, improving speed control within the local area.

6.2 Treatment and Detention of Storm Water

Flows will be directed to wetlands along the Great Ocean Road frontage of the site. Preliminary calculations and modelling has been completed to give us the confidence that the reserve sizes allocated have sufficient space to achieve best practice guidelines for the removal of sediment and nutrients prior to discharge from the site. A stormwater strategy can be provided prior to issue of a planning permit for the development. Further details of the wetlands, including prevention of washout, can be provided at the detailed design phase of the project. It is suggested that it be a condition of the permit that stormwater is managed to the satisfaction of Council.

6.3 Pedestrian Safety

Pedestrian safety will be taken into account in the design of all drainage infrastructure. All overland flow paths will meet the industry accepted safety criteria of $v \times d \leq 0.35$ and the paths within the public open space crossing the channel will be designed so as to avoid the need for pedestrians entering flowing water with culverts or small bridges. Further details demonstrating how this is to be achieved can be provided at the detailed design phase of the project. It is suggested that it be a condition of the permit that pedestrian safety is managed to the satisfaction of Council.

6.4 Outlet to Great Ocean Road

We do not intend to adjust the existing culverts under Great Ocean Road, nor do we intend to construct any additional culverts. Because we will be retarding flows back to the pre-existing peak flows from the site, the existing culverts will be adequate. There should be no need for any works within the foreshore because of the proposed development. However, if there are existing concerns (we are not aware of any), the developer would be willing to work with Council and VicRoads to implement a practical solution to improve on the situation.

7 WATER TANK & SEWER PUMP STATION ARRANGEMENTS

7.1 Water Tank

The current strategy for the provision of water to the site is to utilise the proposed site within the Mariners Vue Estate, as per Barwon Water's preference. The site already contains an acquisition overlay and it is part of the water supply strategy for Apollo Bay.

Arrangements for the construction of the tank will be negotiated with Barwon Water. We understand an upgrade to the existing water supply will be required prior to Statement of Compliance for the first stage. That upgrade will also be adequate for fire-fighting purposes.

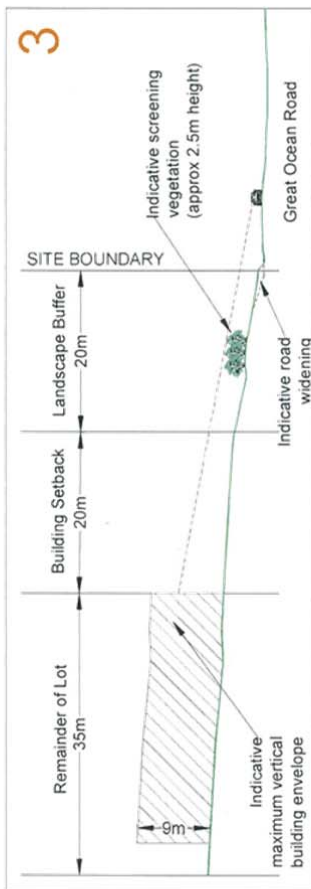
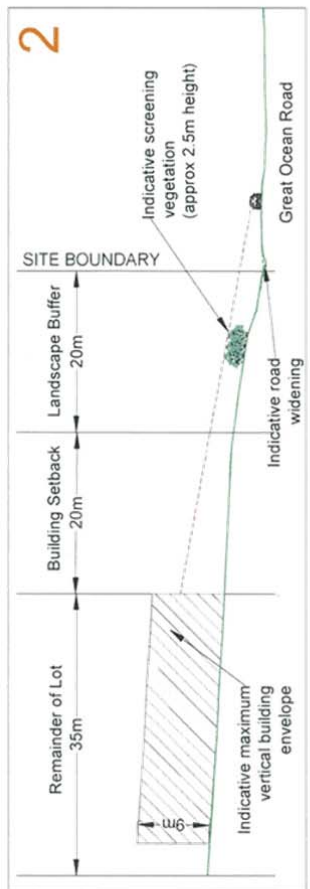
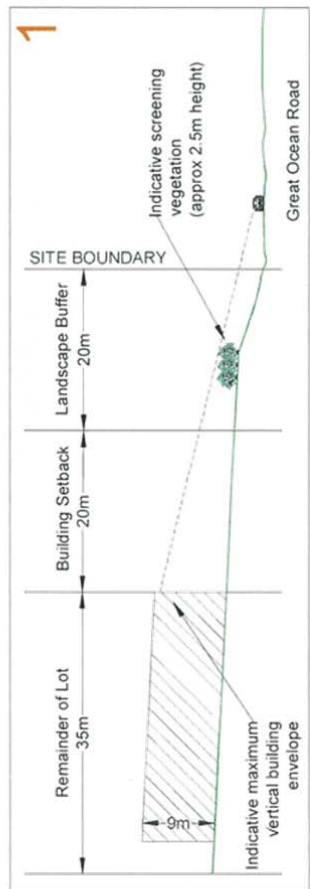
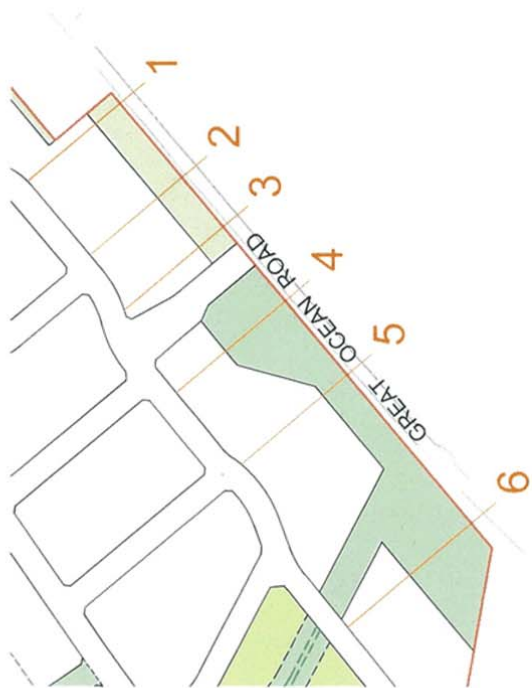
7.2 Sewer Pump Station

A sewer pump station is required on the site. It is proposed to situate the pump station towards the rear of the 20m drainage reserve, to the east of the emergency vehicle access. Vehicle access will be provided for the purposes of maintenance of the sewer pump station.

The majority of the infrastructure required for the sewer pump station is below ground. A cabinet will be situated above ground, which can be easily screened to avoid any negative aesthetic impacts on the Great Ocean Road.

APPENDIX A. Proposed Development Plan

APPENDIX B. Cross Sections along Great Ocean Road



Indicative View from Great Ocean Road (sheet 1)
The Beach, Apollo Bay
Australian Tourism Investments Number 5

DRAFT

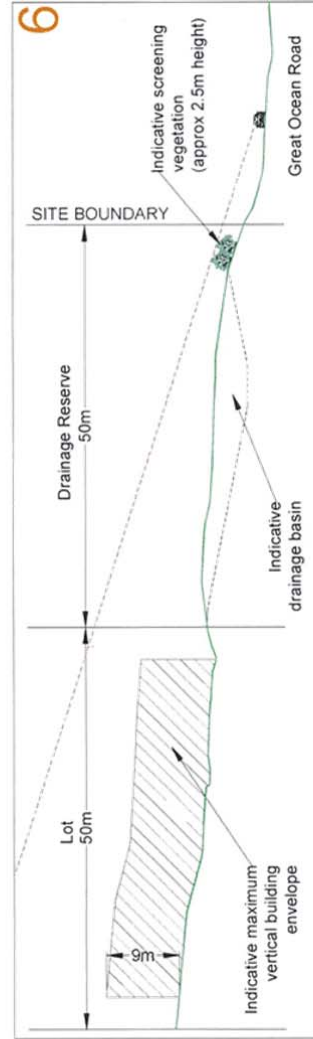
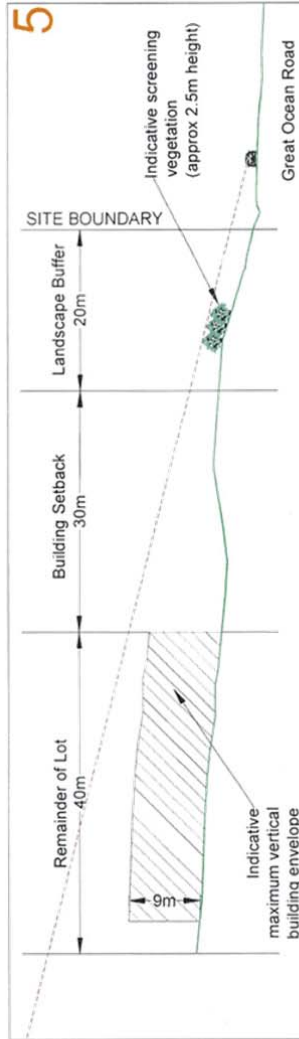
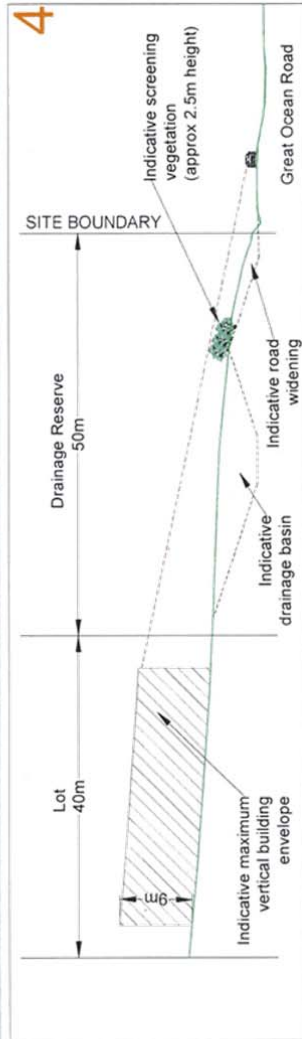
FOR DISCUSSION PURPOSES ONLY

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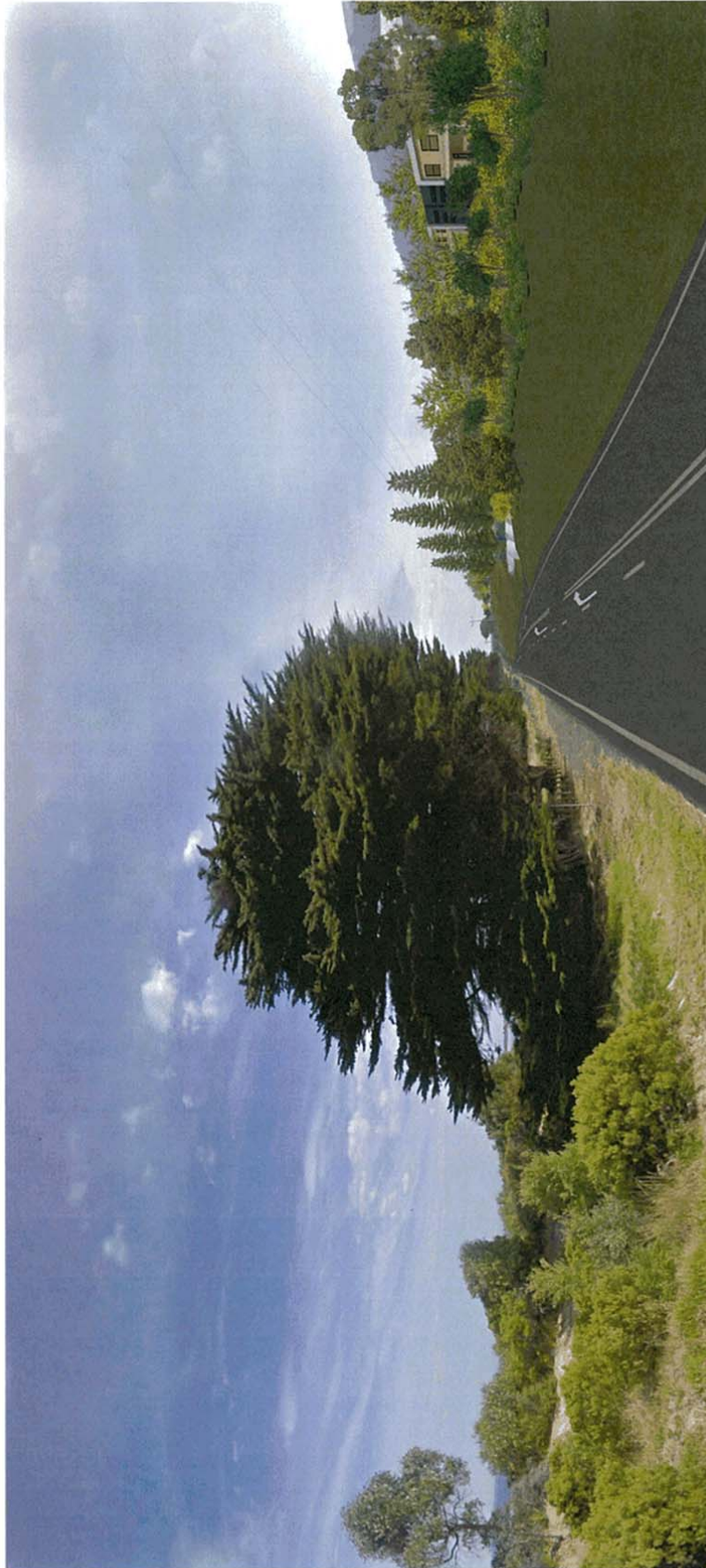
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01	10/01/17	10/01/17	10/01/17	01	10/01/17	Initial Design
02	10/01/17	10/01/17	10/01/17	02	10/01/17	Revised Design
03	10/01/17	10/01/17	10/01/17	03	10/01/17	Revised Design
04	10/01/17	10/01/17	10/01/17	04	10/01/17	Revised Design
05	10/01/17	10/01/17	10/01/17	05	10/01/17	Revised Design
06	10/01/17	10/01/17	10/01/17	06	10/01/17	Revised Design
07	10/01/17	10/01/17	10/01/17	07	10/01/17	Revised Design
08	10/01/17	10/01/17	10/01/17	08	10/01/17	Revised Design
09	10/01/17	10/01/17	10/01/17	09	10/01/17	Revised Design
10	10/01/17	10/01/17	10/01/17	10	10/01/17	Revised Design

Date: 20.11.17
Version No: 01
Job No: 3313
Scale: (A3)
Status: Approved

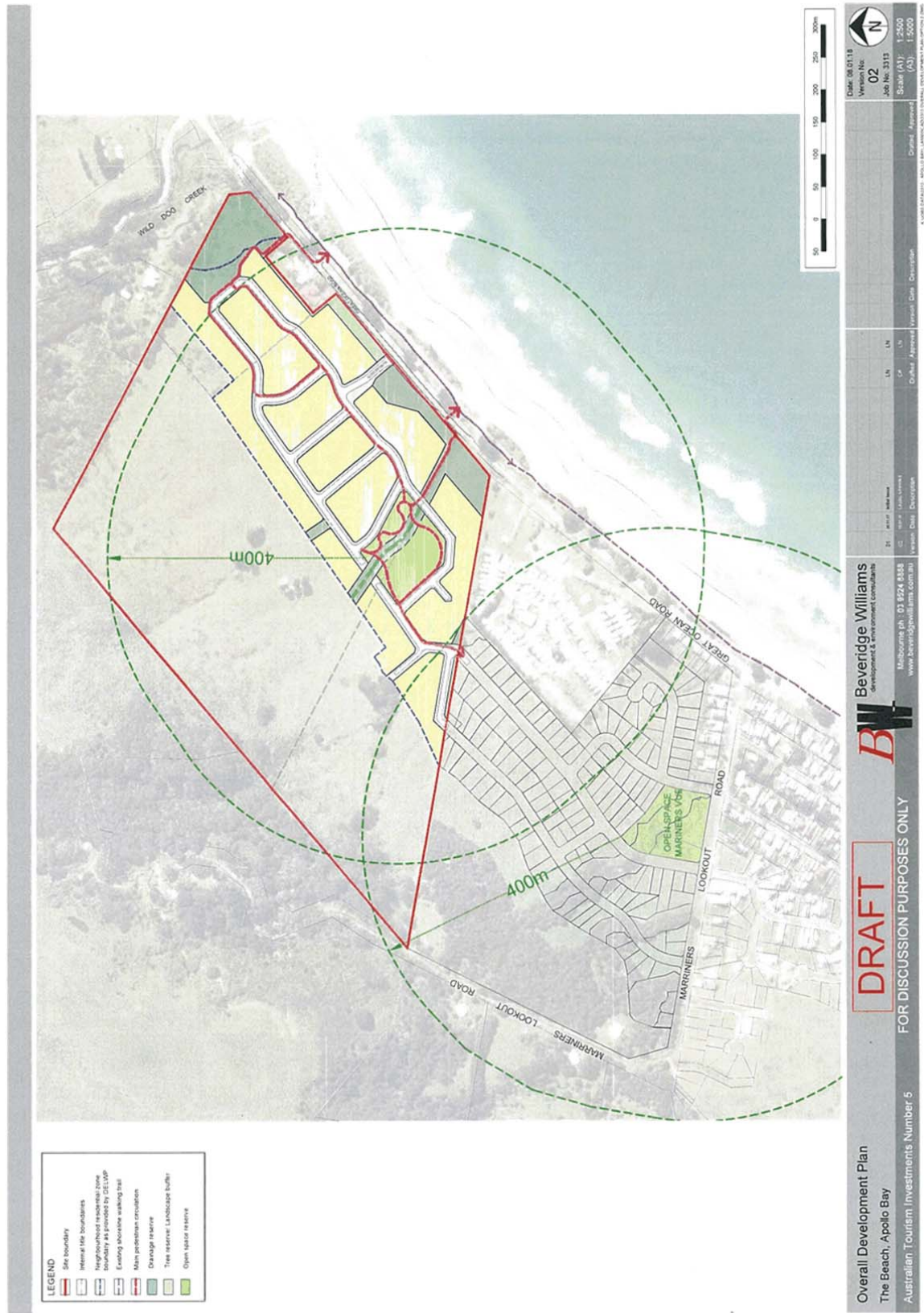
Author: [Name]
Checked: [Name]
Approved: [Name]



APPENDIX C. Potential Future Streetscape Render



APPENDIX D. Open Space Location and Connectivity Plan



APPENDIX E. Draft Neighbourhood Park Concept Plan



- LEGEND**
- Grassed open space
 - Grassed drainage reserve
 - Proposed street trees
 - Proposed reserve trees
 - Small shrubs and groundcovers
 - Gabion Walls
 - Picnic Table
 - Shelter
 - Play area
 - 1.5m wide concrete footpath
 - 2.5m wide shared path
 - Coloured concrete paving
 - Timber Boardwalk

RESERVE PLANT SCHEDULE			
CODE	BOTANICAL NAME	COMMON NAME	HEIGHT x WIDTH x POT SIZE
TREES			
T1	Leptospermum laevis	Native Tea Tree	4.0 x 2.0m
T2	Leptospermum laevis	Native Tea Tree	1.5 x 1.5m
T3	Leptospermum laevis	Native Tea Tree	1.5 x 1.5m
SMALL SHRUBS AND GROUNDCOVERS			
S1	Leptospermum laevis	Native Tea Tree	1.5 x 1.5m
S2	Leptospermum laevis	Native Tea Tree	1.5 x 1.5m
S3	Leptospermum laevis	Native Tea Tree	1.5 x 1.5m
S4	Leptospermum laevis	Native Tea Tree	1.5 x 1.5m
S5	Leptospermum laevis	Native Tea Tree	1.5 x 1.5m
S6	Leptospermum laevis	Native Tea Tree	1.5 x 1.5m
S7	Leptospermum laevis	Native Tea Tree	1.5 x 1.5m
S8	Leptospermum laevis	Native Tea Tree	1.5 x 1.5m
S9	Leptospermum laevis	Native Tea Tree	1.5 x 1.5m
S10	Leptospermum laevis	Native Tea Tree	1.5 x 1.5m

- GENERAL NOTES**
- This plan has been prepared to meet the requirements outlined in the Development Plan Overlay (Schedule 2) of the Council's Planning Scheme and in line with the Council's Open Space Strategy. The plan is subject to approval by Council.
 - This plan has been prepared as a Landscape Concept Plan and is not to be used for construction purposes.
 - Where any conflict occurs between proposed tree locations and infrastructure, such as light poles or services, trees must be relocated or removed.

DRAFT



Neighbourhood Park Concept Plan
The Beach, Apollo Bay
Australian Tourism Investments Number 5



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www.beveridgewilliams.com.au

Version	Date	Description
1	10/11	Approved for construction (Development Plan)

Drawn By: S. KELLY
Checked By: J. GREEN
Drawing Ref: 3313_LMP02
Sheet 2 of 2
Version No: 03
Date: 15.11.2017
Scale (A1): 1:250
(A3): 1:500



APPENDIX F. Indicative Landslip Protection Measures

APPENDIX G. Indicative Stormwater Management Plan

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19/02/2015
C74**SCHEDULE 5 TO THE DEVELOPMENT PLAN OVERLAY**

Shown on the planning scheme map as **DPO5**.

6230 and 6280 Great Ocean Road Apollo Bay

A development plan must be prepared to guide the subdivision and future development of the land at 6230 and 6280 Great Ocean Road, Apollo Bay.

The objectives of this schedule are to:

- Provide a planned or coordinated residential development that responds positively to the significant coastal landscape setting of the land.
- Provide for a diversity of living opportunities.
- Avoid development in areas at risk from the effects of natural processes such as flooding (riverine and coastal), erosion, landslip and salinity.

1.019/02/2015
C74**Requirement before a permit is granted**

A permit may be granted before a Development Plan has been prepared to the satisfaction of the responsible authority for the following:

- One dwelling on an existing lot, including outbuildings, provided it is the only dwelling on the lot.
- Agriculture and any buildings and works in association with the use of the land for agricultural purposes.
- A fence.
- Minor extensions, additions or modifications to any existing development.

Prior to the approval of a subdivision a Section 173 Agreement must be prepared and signed to the satisfaction of the Responsible Authority that establishes design guidelines for the residential development of the land. The design guidelines must address external materials and colours, building style and massing, garages and carports, other structures and appurtenances, landscaping and fences.

2.019/02/2015
C74**Requirements for development plan**

The **Development Plan** must include:

- The location of all land uses including areas set aside for residential development, anticipated lot yield with a range and average lot yield projections, public open space, areas of revegetation/landscaping, no development areas (i.e. clay mound adjacent to the Great Ocean Road and the land above the 40 metre contour), drainage reserves, other known or proposed servicing easements and landslip buffers.
- An internal road network that:
 - provides a high level of permeability through and within the site for pedestrians, cyclists and vehicles, providing direct and safe access to public transport connections, the Apollo Bay foreshore and walking trails, Wild Dog Creek environs and direct connecting access to the internal road network of the Mariners Vue residential development.
 - Provides access to the site from the Great Ocean Road to the satisfaction of VicRoads.

- The general subdivision layout including location and distribution of lots showing a variety of lot sizes with a minimum average lot size of 600sqm and a minimum lot size of 450sqm a graduation to larger lots at the western and northern periphery of the site and densities to encourage a range of housing types. The layout is to maximise solar efficiency to as many lots as possible. Higher residential densities should be focussed around public open space.
- Maximising surveillance of public areas through provision of street frontages to areas of public open space.
- A staging plan, if proposed, for the residential development of the land.

The **Development Plan** must be supported by the following:

- A **Town Planning Report** that includes:
 - A residential and urban design assessment of how the development of the land responds to the provisions of the Colac Otway Planning Scheme, including the State and Local Planning Policy Frameworks and Clause 56 and any other relevant planning policy.
 - An assessment of the capacity of existing water and sewer infrastructure. Opportunity for connection to a third pipe scheme is also to be explored with Barwon Water.
 - The logical sequencing of development given the need to provide full reticulation of services.
 - How the revegetation of the land above the 40 metre contour is to be managed and by what mechanism.
- A **Cultural Heritage Management Plan** that includes a Complex Assessment of the impacts and actions arising from the residential development of the land.
- A **Coastal Hazard Vulnerability Assessment** and a **Stormwater Management Strategy** that includes:
 - Consistency with Council's Infrastructure Design Manual.
 - Stormwater flows generated within the development from events up to 1 in 3 month ARI event to be treated using Water Sensitive Urban Design elements.
 - Internal stormwater flows from events up to 1 in 5 year ARI event to be conveyed via conventional stormwater drainage infrastructure.
 - External stormwater flows from events up to 1 in 5 year ARI events to be intercepted by catch swales and conveyed through the site or conveyed via a conventional stormwater system.
 - Detention of post-developed internal flows generated by the 1 in 100 year ARI event back to pre-developed 1 in 100 year ARI event via designed overland flow paths that are kept free of development.
 - Conveyance of internal and external stormwater flows between 1 in 5 year ARI event and 1 in 100 year ARI event via designed overland flow paths that are kept free of development.
 - Input from the Corangamite Catchment Management Authority for works in, on or over Wild Dog Creek, which is a designated waterway under the Water Act.
- A **Traffic Impact Assessment** that includes:
 - Consistency with Council's Infrastructure Design Manual.
 - An assessment of the traffic generated by the residential development of the land.
 - Classification of streets according to standards contained in Council's Infrastructure Design Manual.

- A SIDRA analysis of any new or upgraded intersections with the Great Ocean Road.
- Pedestrian and cycling links to the Apollo Bay foreshore and walking trail.
- Identification of any off-site traffic infrastructure requirements associated with the site such as deceleration/turning lanes.
- Definition of the cross-sections, including where relevant, verge widths, naturestrips, kerb & channel, drainage, pavement widths and pathways for all identified roads within and abutting the development.
- A **Visual Impact Assessment** that includes an assessment of the development of the land from a variety of views from within Apollo Bay that includes the foreshore, shopping centre, the Great Ocean Road and Harbour, northern and southern town entry points and within Marengo.
- A **Landslip Risk Assessment** that is prepared by a suitably qualified and experienced Geotechnical Practitioner in accordance with the methodology detailed in Practice Note Guidelines for Landslide Risk Management 2007, Journal of Australian Geomechanics Society, Vol. 42: No 1, March 2007 (the AGS Guidelines). The Landslip Risk must:
 - Ascertain geomorphic processes that affect the land and provide a conclusion as to whether the area being assessed is suitable for development or can be made suitable so as to meet the tolerable risk criteria as defined in the AGS Guidelines.
 - Assess opportunities to reduce the potential for landslips and the distance of the landslip runout.
 - Identify any 'no build' areas and landslip runout buffers.
 - Provide detailed consideration of landslip risk issues that address how dwellings can be constructed in areas identified in the assessment as suitable for buildings.

The Responsible Authority may require any Landslip Risk Assessment that has been submitted to be reviewed by an independent Geotechnical Practitioner.

- A **Flora and Fauna Assessment** that includes:
 - Identification of the vegetation communities, the quality of habitat, the actual indigenous flora and fauna species that inhabit the site, threats to the indigenous flora and fauna species including pest plant and animal species and for any threatened flora and fauna species and communities their conservation status under local, regional, state and national legislation policies.
 - Recommendations where vegetation should be retained and by what mechanism (i.e. reserves).
 - A no net loss assessment that addresses the removal of any native vegetation to allow for the residential development of the land. This assessment will implement, as appropriate, the recommendations of the Open Space and Landscape Masterplan.
- An **Open Space and Landscape Masterplan** that includes:
 - Open space adjacent to linear drainage reserves that contains walking and cycling paths and a children's playground. The playground design shall comply with Council's Playground Strategy.
 - A landscaped open space reserve adjacent to Wild Dog Creek.
 - A linear open space reserve located along the clay mounds adjacent to the Great Ocean Road.
 - Any areas of proposed revegetation including the steep slopes above the 40 metre contour.
 - The extensive use, where appropriate, of local indigenous plant species throughout the development site. Exotic trees can be considered for street tree plantings.

- Proposed street planting in accordance with Council's street planting guide.

The Open Space and Landscape Masterplan is to ensure that areas set aside as unencumbered public open space are clearly visible and accessible, providing safe and convenient land to serve the recreational needs of current and future residents in the locality. Passive surveillance to such areas must accord with Crime Prevention Through Environmental Design (CPTED) principles.

Encumbered land shall not be credited as Public Open Space. Encumbered land includes:

- Land set aside to protect significant vegetation;
 - Drainage basins, associated stormwater treatment sites and land that is subject to flooding; and
 - Land above the 40 metre contour.
- A **Bushfire Assessment** that includes an assessment of the site risk and how subdivision will respond to this risk, particularly in respect of the revegetation of land above the 40 metre contour.

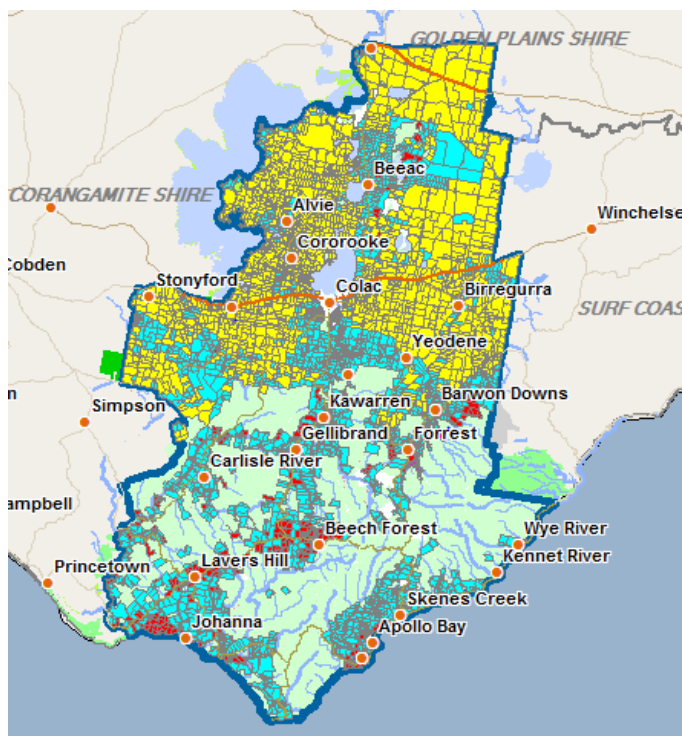
ORDINARY COUNCIL MEETING

CORANGAMITE REGIONAL FLOODPLAIN MANAGEMENT STRATEGY

OM182802-6

LOCATION / ADDRESS	Municipality	GENERAL MANAGER	Gareth Smith
OFFICER	Doug McNeill	DEPARTMENT	Development & Community Services
TRIM FILE	F17/6554	CONFIDENTIAL	No
ATTACHMENTS	<ol style="list-style-type: none"> Attachment 1 - Corangamite Regional Floodplain Management Strategy 2017-2027 - Draft 18 - 9 Feb ex AB Attachment 2 - Regional flood Strategy summary and recommendations from public consultla.._ 		
PURPOSE	To seek Council to note the final Corangamite Regional Floodplain Management Strategy and endorse the actions for Colac Otway Shire contained within the Strategy.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

Council officers have been working with the Corangamite Catchment Management Authority (CCMA), seven other relevant municipalities and State Emergency Service (SES) to prepare the Draft Corangamite Regional Floodplain Management Strategy (the Strategy).

The Strategy, overseen by the CCMA, will cover all eight municipalities (in part or whole) in the CCMA region, with a section of the report to refer to floodplain management in Colac Otway Shire.

The Strategy seeks to build flood resilience, reduce flood risks, avoid future flood risks, manage residual flood risks and protect floodplains for their ecological and cultural values in the region. A key purpose of the Strategy is also to bring all relevant agencies involved in flood management together to determine and plan for flood planning and management in each municipality, to set priorities and to prepare action plans.

The proposed actions that address flood risk and manage flood impacts in Colac Otway Shire are grouped under flood mitigation infrastructure, flood warning and emergency management, flood intelligence and land use planning. An action plan to deliver agreed key outcomes has been prepared for each of these groups.

The draft Strategy was placed on public exhibition by CCMA in November 2017 for four weeks. Minor amendments were made to the final strategy based on community and stakeholder feedback. There were no changes to Colac Otway Shire's actions as a result of the consultation process.

All relevant municipalities are invited to note the final Strategy and endorse the actions within the Strategy that relate to their municipality.

Future budgets and grant applications to deliver flood mitigation outcomes should be in keeping with the approved Strategy. The finalisation of the Strategy will support the attraction of grants by Council and the CCMA to implement the Strategy actions.

3. RECOMMENDATION

That Council:

- 1. Note the attached final Corangamite Regional Floodplain Management Strategy 2017-2027.***
- 2. Endorse the actions within the Corangamite Regional Floodplain Management Strategy 2017-2027 (section 4.4).***

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The Victorian Floodplain Management Strategy 2016 identifies Catchment Management Authorities (CMAs) as being responsible for developing and reviewing regional floodplain management strategies (RFMS). All CMA's across Victoria are required to work with local government within their catchment to prepare individual floodplain management strategies.

At the broad level, a RFMS aims to determine the roles and responsibilities of various authorities, including councils, at the regional and local level. It is the intent of the Strategy that local communities will decide the level of flood risk they are prepared to live with, and how much they are willing to invest to improve flood risks in their area.

The RFMS development process began with the CMA and local stakeholders assessing the flood risks for locations across the region.

The nature of current floodplain management activities such as landuse planning and flood warning systems, was assessed against the severity of the flood risk in each location. Additional activities could be identified where needed if the community is willing to invest in floodplain management at that location. Any agreed future floodplain management activities would be documented in the RFMS.

It is considered that regional strategies will help all agencies with floodplain management functions, including local councils, SES and CMAs, align their priorities, improve communications and maximise community benefits with available funding.

KEY INFORMATION

The Corangamite Catchment Management Authority (CCMA) worked with Council officers, seven other municipalities, SES and others to prepare a Draft Corangamite Regional Floodplain Management Strategy which was exhibited for public comment during November 2017. This Strategy included a section specifically devoted to catchment management issues in Colac Otway Shire.

A key aim of the process of preparing the Strategy was the collaboration of all stakeholders involved in floodplain management and coordination. By engaging all parties and working together to achieve agreed outcomes, relationships between all parties were strengthened, networks created, and a culture of shared responsibilities established.

Broadly, the purpose of the Corangamite Regional Floodplain Management Strategy is to;

- Build flood resilience
- Reduce flood risks
- Avoid future flood risks
- Manage residual flood risks
- Protect floodplains for their ecological and cultural values.

Specifically, the process involved in developing the Strategy was to assess the flood risk, identify actions to reduce the risk and prioritise actions, or deliverables. It is noted that in Colac Otway Shire, the communities of Colac, Elliminyt, Birregurra and Apollo Bay were assessed as having the primary flood risks. In response, actions were grouped into the following four categories;

- Flood Mitigation Infrastructure – physical works such as retarding basins, levees, drainage works
- Flood Warning and Emergency Management – community education and flood warning systems
- Flood Intelligence – flood studies, etc
- Land Use Planning – regulating new development in flood prone areas through planning and building codes.

Actions that do most to address flood risk in Colac Otway Shire are prioritised under these four categories as follows;

Flood Mitigation Infrastructure

- Seek funding to review the priority retarding basins in Colac, e.g. investigate the benefits of current retarding basins, and whether their flood storage function is adequate and could be upgraded/removed/maintained

Flood Warning and Emergency Management

- Identify the floor-flooded properties from the Deans Creek and Barongarook Creek Floodplain Mapping Project (DELWP 2016)
- Undertake community flood education engagement activities and develop flood awareness products for Colac that may include pre-recorded flood education videos, local flood guides, community response plans, community signs and gauge boards
- Work with council and the Barongarook Nursing Home (on Murray Street, Colac) to develop a Flood Response Plan
- Investigate the feasibility of an appropriate flood warning system for Colac and Birregurra.
- Investigate the feasibility of a road inundation assessment (e.g. depth of road overtop, impassable vs. passable) to assist council and SES plan for road closures during and after floods and better plan for potential road damages.

Flood Intelligence

- Seek funding support to undertake a new detailed flood study for the waterways in Birregurra, with the potential to develop an integrated flood and drainage strategy for the town
- Seek funding support to undertake a new riverine flood study for Apollo Bay, including the landslip potential
- Seek funding to investigate the berm dynamics for the lower Aire and Barham River systems (estuaries)
- Continue to support the Coastal Hazard Assessment Project (SA border to Breamlea) and ensure it meets the needs of the Corangamite CMA and Council. Seek funding support to implement the next stage, which will involve more detailed hazard assessments for high risk areas.

Land Use Planning

- Complete the Colac Drainage Strategy, identify relevant floodplain management actions and prepare a detailed prioritised implementation plan
- Continue with the process for Amendment C90, including plans to streamline the permit requirements and process
- Colac 2050 Growth Plan to consider flood risks and provide strategic directions to address the issues for potential future growth areas
- Following the completion of a Birregurra flood study, amend the Planning Scheme to update it with the new flood maps and requirements.

With a four week public consultation process undertaken and relevant changes made, the CCMA has invited all participating municipalities to note the final Strategy (attachment 1) and seek endorsement of the actions contained within the strategy that relate to the municipality.

There were no recommended changes by the community regarding Council's draft actions. Based on the feedback there were however several relatively minor amendments made to the draft Strategy. The recommended and agreed changes are noted in the attached '*Regional flood strategy – public consultation summary*' (attachment 2).

Council officers are supportive of the final Strategy and Council's consideration to endorse the actions relating to Colac Otway Shire.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

The development of the Draft Corangamite Regional Floodplain Management Strategy has been undertaken in collaboration with seven other municipalities in the region, SES, Corangamite CMA and the general public. Collaboration aims to ensure that floodplain management becomes a shared responsibility between the CMA, Council, SES and the community, with decisions and funding based on an agreed plan.

A Senior Steering Committee was established to govern the project, and included representatives from each of the six major municipalities within the Corangamite region, SES and the Corangamite CMA. Additional stakeholder engagement occurred with Traditional Owners, coastal committees of management, DELWP's coastal services team, VicRoads and relevant water corporations to discuss floodplain management actions relevant to their organisation. The community was involved in preparation of the draft Strategy through an online community attitude survey in November 2016, a survey of SES volunteers in the region and a third survey of community groups who use the waterway and floodplain environments. In April 2017 the Corangamite CMA launched an online mapping portal which encouraged the community to provide comment and upload photos of any flooding issues they are aware of onto the portal.

The draft Strategy was exhibited by the CCMA for public comment in November 2017 for four weeks. The consultation process was advertised and promoted by all participating agencies and municipalities including several newspaper advertisements, media releases, social media, etc.

Consultation opportunities included three drop in sessions (Geelong, Colac and Ballarat) and various online mechanisms. A summary of the public consultation, including 'what we heard' in attachment 2.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The Strategy is specifically aligned the following themes of the Council Plan 2017-2021:

- Theme 1: Our Prosperity
Plan infrastructure, assets and land use with a long term vision for economic growth.
- Theme 2: Our Places
Our places are well-planned and that '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'.
- Theme 3: Our Community
Where we 'plan our assets and services to meet community need and to foster a culture of good service and partnership with others; and
- Theme 4: Our Leadership and Management
Where we 'will work together with our community to create a sustainable future'.

The Council Plan specifically acknowledges the high risk of flooding in the Shire. It is noted that a key outcome of the Council Plan is to undertake the Birregurra Flood study, which is an identified action in the Strategy.

ENVIRONMENTAL IMPLICATIONS

It is considered that the Strategy will have a positive effect on the local environment. Riverine environments are identified as key ecosystems in the Colac Otway Shire. Improved management of water flows, pollution control, land degradation, vegetation clearance and land development, all matters relating to floodplain management, will have positive outcomes for the local environment.

It is also noted that a key outcome of the Strategy is to protect floodplains for their ecological value.

SOCIAL & CULTURAL IMPLICATIONS

The Strategy will provide positive benefits to the local community by increasing the knowledge of and impacts of flood events in the Shire. By improving flood intelligence and flood warnings and emergency management systems, both government authorities and the community can improve the preparedness and response during and after flood events.

Local organisations working together on flood planning and during and after flood events will also engender a strong sense of community.

It is also noted that a key outcome of the Strategy is to protect floodplains for their cultural value.

ECONOMIC IMPLICATIONS

The implementation of the Strategy will have positive economic implications for the Shire. It provides the basis for and prioritises key actions concerning flooding. Council can lobby for funding to deliver on the identified actions.

It is also noted that improved flood management will have positive economic implications on the local economy through effective land use planning. Increased preparedness and response will also reduce the economic impact of flood events, thus having a positive impact on Council and the wider community.

LEGAL & RISK IMPLICATIONS

The Strategy has identified key risks to the Colac Otway Shire from the impact of riverine flooding. It is considered that the implementation of the Strategy will provide greater certainty to decision makers and developers in flood prone areas. Council has a responsibility to provide a safe environment for the community.

Improved knowledge and understanding of flood events and better coordination of emergency management will also reduce the risks and dangers to the community of future flood events.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

The Strategy outlines a series of key actions. The implementation of these actions are to be considered in future budgets by Council and/or the relevant lead agencies. The Strategy will provide a mechanism to seek funding to support the identified tasks.

7. IMPLEMENTATION STRATEGY

DETAILS

All relevant municipalities are in the process of or have endorsed their relevant actions. Subject to this process being completed the CCMA Board will consider endorsing the Strategy for presenting to DELWP.

The CCMA is also establishing an Implementation Committee which include similar representation to the project steering committee, including Colac Otway Shire. Draft terms of reference have been distributed by CCMA for stakeholder feedback prior to establishing the committee.

There are existing government funding streams that support implementation of approved Regional Floodplain Management Strategies. Council will collaborate with the CCMA and DELWP to secure funding for Council's endorsed actions.

Several actions within the Strategy are already progressing (i.e. C90 amendment, 2050 Growth Plan, Colac Drainage Strategy) and others Council is in discussion with CCMA to seek funding support to implement priority actions such as the Birregurra flood study.

COMMUNICATION

Subject to all Council's consideration of the final Strategy CCMA board will endorse the Strategy and present this to DELWP and the Minister for Water. Subject to the support of the Strategy by DELWP, the CCMA will lead a process to inform the community of the finalisation of the Strategy and make it available on relevant websites and locations.

TIMELINE

All relevant Councils are currently, or have, considered the final strategy. Subject to Council resolution, officers will then immediately inform the CCMA and it is expected the CCMA Board will consider endorsing the Strategy in late Feb/March 2018. The final Strategy will then be presented to DELWP.

It is envisaged the final Strategy will be available to the community in March/April 2018.

An Implementation Committee is in progress of being established and is expected to commence by April 2018.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Corangamite Regional Floodplain Management Strategy 2017–2027



Regional Floodplain
Management Strategy
Everyone has a role to play in preparing for floods



*Produced by the
Corangamite Catchment
Management Authority
in collaboration with
regional partners*

Acknowledgements

The Corangamite Regional Floodplain Management Strategy Senior Steering Committee acknowledges the contribution of partner agencies and the community who provided valuable input into the Strategy's development. This includes the Borough of Queenscliffe, City of Ballarat, City of Greater Geelong, Colac Otway Shire, Corangamite Shire, Golden Plains Shire, Moorabool Shire, Moyne Shire, Surf Coast Shire, Corangamite CMA and the VICSES.

The Committee also acknowledges assistance of the DELWP Floodplain Management Team and other catchment management authorities.

The stakeholders involved in this Strategy proudly acknowledge the region's Aboriginal communities and their rich culture and pays respect to their Elders past and present. We acknowledge Aboriginal people as Australia's first peoples and as the Traditional Owners and custodians of the land and water on which we rely. We recognise and value the ongoing contribution of Aboriginal people and communities to the Corangamite region and how this enriches us all. We embrace the spirit of reconciliation, working towards the equality of outcomes and ensuring an equal voice.

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Corangamite Regional Floodplain Management Strategy 2017-2027

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Foreword

The Corangamite Floodplain Management Strategy outlines how the ecological and cultural values of the natural floodplains can be protected while also managing the risks to life, property and assets associated with flooding.

The Strategy sets out how agencies will:

1. Work to understand, avoid and better manage flood risks.
2. Better understand and improve the environmental and cultural values of floodplains.
3. Support flood-emergency preparation and response across the region.

In the Corangamite region, many authorities work together to help protect and support communities affected by flooding. These include:

- federal and state government agencies
- local government authorities (LGAs)
- Corangamite Catchment Management Authority (CMA)
- Traditional Owners
- emergency services.

The Strategy outlines how the knowledge and experience developed by these agencies over many years will be used to improve responses to existing and future challenges, including climate change and a growing region.

It focuses on flooding associated with river systems (riverine flooding) and coastal storm surge inundation. In considering coastal storm surge inundation, the Strategy includes planning for projected sea level rise scenarios. It does not include actions relating to stormwater flooding or rural drainage. The Victorian Rural Drainage Strategy will be released in 2018. Stormwater flood risks are the responsibility of LGAs, as outlined in the Victorian Floodplain Management Strategy (VFMS) and, therefore, are best dealt with through local government planning processes.

While the VFMS outlines that CMAs and Melbourne Water are accountable for developing and periodically reviewing Regional Floodplain Management Strategies, it is important that LGAs and VICSES – the two main stakeholder groups that will have key functions and a funding role under the Strategy – are involved in its development.

The Corangamite CMA invited key stakeholders to be represented on a Senior Steering Committee to provide oversight and guide the development of the Strategy within the scope of policies, actions and accountabilities outlined in the VFMS. Responsibility for delivering the Strategy is shared between stakeholders, with the lead agency identified for each action in Chapter 4 being responsible for the action's implementation.

The Senior Steering Committee includes representatives from each of the six major LGAs in the region,

ADD LOGOS – Councils + VICSES

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Corangamite Regional Floodplain Management Strategy

VICSES and the Corangamite CMA. Six Senior Steering Committee meetings were held during the development of the Strategy with additional engagement outside these meetings as required. There was also one-to-one consultation with three other LGAs in the region, Borough of Queenscliffe, Moyne Shire and Moorabool Shire. Additional engagement also occurred with other regional stakeholders.

Traditional Owners in the Corangamite region were engaged through face-to-face meetings. The Traditional Owners provided valuable insights into how intrinsically environmental and cultural values are linked, and the importance of community education. Further engagement with Traditional Owners is planned for the implementation phase of the Strategy.

Chapter 4 outlines the actions that have been identified to address flood risks in the region. Priority actions are

those where:

1. The regional risk assessment identified a significant risk for the location.
2. The existing mitigation measures are considered inadequate.
3. Additional mitigation measure(s) may reduce flood risk.
4. Additional mitigation measure(s) are financially, socially and environmentally feasible.
5. Each responsible party considers the action achievable, subject to funding and resourcing, over the lifetime of this Strategy.

There are five parts to the Strategy:

Why has this Strategy been developed?

Chapter 1 Introduction and regional context

- Policy context
- Environmental and cultural values of floodplains
- Roles and responsibilities

How is flooding in the region currently managed?

Chapter 2 Flooding in the Corangamite region

Understanding existing mitigation measures for floodplain management:

- land use planning
- structural flood mitigation works
- Total Flood Warning System services
- emergency management
- community education

Where is this Strategy going?

Chapter 3 The Strategy

- Vision and objectives for floodplain management
- How we determined regional priorities

What are the key flood risks in Corangamite?

Chapter 4 Flood risks and responses in the Corangamite region

Flood risks and proposed actions grouped by major stakeholder (e.g. LGA)

Where is this strategy leading us?

Chapter 5 Monitoring, Evaluation, Reporting and Improvement Plan

- The approach to delivering the Strategy
- Governance and accountability

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Corangamite Regional Floodplain Management Strategy

Introduction and regional context

1.1 Purpose and scope

This Strategy provides a single regional planning document for floodplain management and a regional work program to guide future investment priorities.

It focuses on flooding associated with river systems (riverine flooding) and coastal storm surge inundation, including planning for projected sea level rise. The region covered by this Strategy is the Corangamite CMA region. The Catchment Management Authority regions are based on natural catchment and waterway boundaries and therefore set an appropriate boundary for discussing floodplain management.

Development of the Strategy has been facilitated by the Corangamite CMA in collaboration with local communities, Local Government Authorities, VICSES, Traditional Owners and other key stakeholders.

It will have a 10-year life span, reflecting that of the Victorian Floodplain Management Strategy (VFMS). A regional works program, containing all the actions listed in Chapter 4, will be reviewed annually.

Actions relating to rural drainage or stormwater flooding are not within scope of the Strategy. The Victorian Rural Drainage Strategy is due for release in 2018. Stormwater flood risks are the responsibility of Local Government Authorities, and are best dealt with through local government planning processes.

1

Chapter overview

This chapter includes background on the region, the environmental and cultural values of floodplains, and the policy context and outlines key roles and responsibilities for floodplain management.

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Corangamite Regional Floodplain Management Strategy

1.2 The Corangamite region

The Corangamite region spans from the coastal town of Peterborough in the west to Ballarat in the north and Geelong and the Bellarine Peninsula in the east and the Bass Strait coast to the south. The region includes the floodplains of the Barwon, Leigh and Moorabool Rivers; Lake Corangamite, the Otway Coast region; and the Hovells Creek catchments, including the tributaries that drain to these major waterways (see Figure 1).

The region extends across 1.3 million hectares of land, with 78% in private ownership. It includes 175 kilometres of coast and four catchment basins – Barwon River, Lake Corangamite, Otway Coast and Moorabool River. It includes the majority of the City of Greater Geelong, urban and rural components of the City of Ballarat (including the Central Business District), the Borough of Queenscliffe, and the Shires of Colac Otway, Corangamite (part of), Golden Plains, Moorabool (part of), Moyne (part of), and Surf Coast.

The region includes a broad range of bioregions and significant flora and fauna including wetlands of international significance under the Ramsar Convention being the Bellarine Peninsular Ramsar site (including the Lake Connewarre Complex), the Western District Lakes Ramsar site as well as a number of intermittent estuaries which provide unique habitat for a variety of fish and bird species.

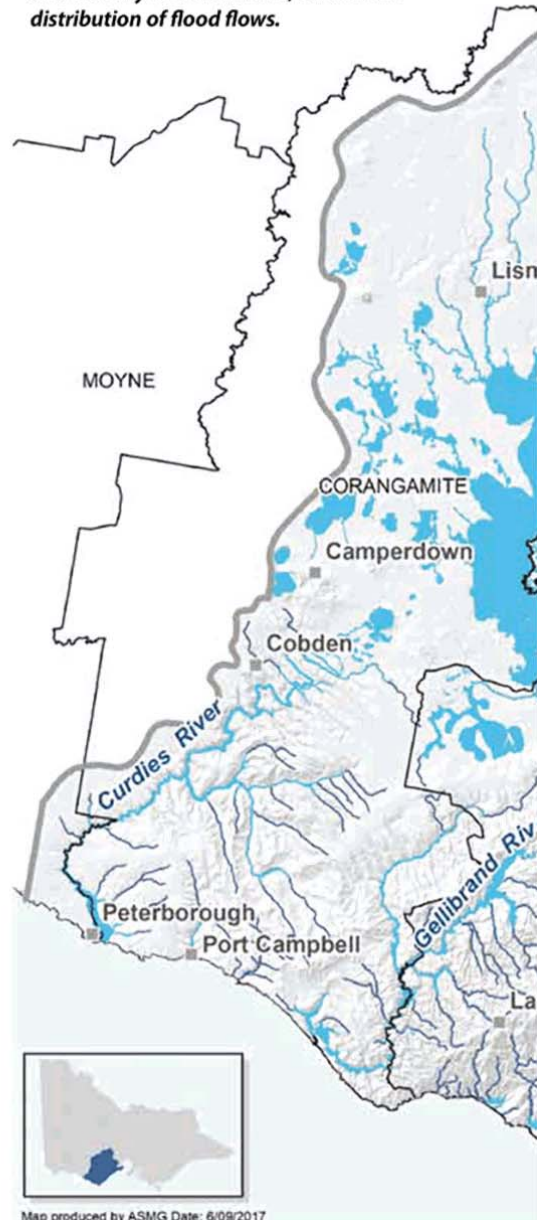
Flooding is a natural process in the Corangamite region. Whether caused by high rainfall, inland or coastal storms, they can severely disrupt communities, causing injury, loss of life, property damage, personal hardship, and disruptions to regional economies. At the same time, flooding has a range of benefits to the environment and is a culturally significant process to Aboriginal Australians. Effective floodplain management needs to acknowledge the benefits of natural flooding and work with natural flooding processes.

There have been many major floods in the region since European settlement. Appendix 1 discusses some of the known significant floods within the region.

It should also be acknowledged that floodplain management does not always follow administrative boundaries such as local government and CMA boundaries. A strong emphasis of this Strategy has been on working with agencies even when they cross borders. For instance, a number of LGAs sit within the Corangamite CMA region as well as partially in other CMA regions (e.g. Moyne Shire, City of Ballarat and Corangamite Shire).

Table 1 outlines the number of properties that are estimated to be affected by riverine flooding in the region, listed by each LGA area.

Figure 1. The Corangamite region, showing major waterways and currently mapped 1% AEP flood extent (blue shaded area) as determined by flood studies. Flood studies are a comprehensive technical assessment of flood behaviour that defines the nature of the flood hazard across the floodplain by providing information on the extent, depth and velocity of floodwaters, and on the distribution of flood flows.



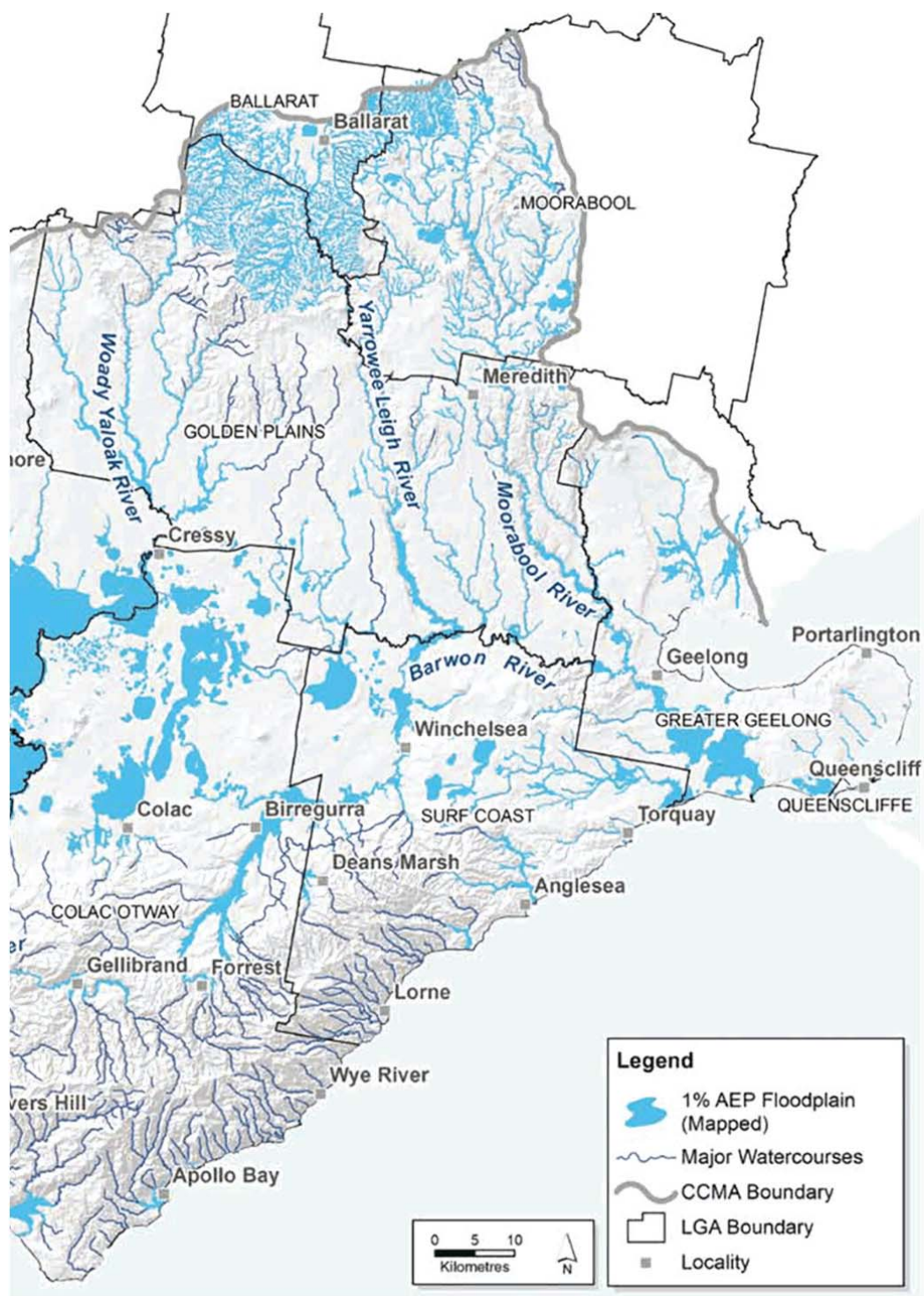


Table 1. Estimated number of property parcels within 1% AEP riverine flood extent.

LGA	Residential parcels within 1% AEP extent	Commercial parcels within 1% AEP extent	Industrial parcels within 1% AEP extent	Total Parcels within 1% AEP extent*
Borough of Queenscliffe	95	0	0	95
City of Ballarat	5,298	342	146	5,786
City of Greater Geelong	965	61	203	1,229
Colac Otway Shire	711	18	15	744
Corangamite Shire	179	24	13	216
Golden Plains Shire	2,168	22	6	2,196
Moorabool Shire	1,536	111	46	1,693
Moyne Shire	624	12	2	638
Surf Coast Shire	450	20	6	476
Total	12,026	610	437	13,073

* Parcel information based on Victorian Land Use Information System (VLUIS), 2012 (Source: DEDJTR).

The Annual Exceedance Probability and the Annual Recurrence Interval

The Annual Exceedance Probability (AEP) flood extent refers to the probability each year of a certain size flood being equalled or exceeded and is used to define the floodplain for planning and building purposes as outlined in the Victorian Floodplain Management Strategy (DELWP 2016). This is the flood that has a 1% chance of occurring in any given year (also known as the 1-in-100-year flood) and can be modelled by an expert hydrological engineer.

The term Average Recurrence interval (ARI) is a statistical estimate of the average number of years between floods of a given size or larger than a selected event. For example, floods with a flow as great or greater than the 20-year ARI (5% AEP) flood will occur, on average, once every 20 years.

Technically, the two terms are interchangeable however ARI can be misleading. The term AEP reinforces the fact that there is an ongoing flood risk every year – regardless of how recently there was a similar flood. In contrast, people can be tempted to think that if they have experienced a 1-in-100-year flood (100 ARI), their property will not be affected for another 99 years, which may not be the case. Smaller floods can also damage property.

1.3 The policy context

The VFMS, launched in April 2016, was developed by the Department of Environment, Land, Water and Planning (DELWP) with input from key stakeholders and the broader Victorian community (DELWP 2016).

This regional strategy implements the policies, actions and accountabilities of the VFMS to manage local and regional flood risks.

It sits within a framework of related strategies, plans and processes that support floodplain management, flood response and recovery. Many organisations are involved in delivering these policies and strategies. Table 2 outlines floodplain management and related strategies and plans at the state, regional and local scales.

1.3.1 Environmental water and floodplain management

The Corangamite CMA manages three environmental water entitlements on behalf of the Victorian Environmental Water Holder. They are the Moorabool River Environmental Entitlement 2010, the Barwon River Environmental Entitlement 2011 and the Upper Barwon Environmental Entitlement.

The environmental water program's key objective is to provide water to protect, maintain and improve the ecological health and values of the region's river systems and wetlands.

While these entitlements relate specifically to watering various rivers and wetlands in our region, environmental water does pass through the Barwon basin and various floodplain areas. The Corangamite CMA works with water authorities and storage managers to ensure environmental water is not released during times of flood risk and does not cause adverse outcomes.

Table 2. Floodplain management and related strategies and plans.

	Coastal Management	Climate Change	Water and Waterways	Floodplain Management	Emergency Management
State	<ul style="list-style-type: none"> Coastal Management Act (to be replaced by proposed Marine and Coastal Act) Victorian Coastal Strategy 	<ul style="list-style-type: none"> Climate Change Act Victorian Climate Change Adaptation Plan 	<ul style="list-style-type: none"> Catchment and Land Protection Act Victorian Waterway Management Strategy Water for Victoria – the Water Plan Victorian Rural Drainage Strategy (under development) Integrated Water Management policies and plans 	<ul style="list-style-type: none"> Water Act Victorian Floodplain Management Strategy 	<ul style="list-style-type: none"> Emergency Management Act Victorian Emergency Management Strategic Action Plan.
Regional	<ul style="list-style-type: none"> Regional Coastal Plans – Central and Western regions Corangamite Regional Catchment Strategy 	<ul style="list-style-type: none"> NRM Plan for Climate Change Corangamite Regional Catchment Strategy 	<ul style="list-style-type: none"> Corangamite Waterway Strategy Seasonal Watering Proposals (annual) Corangamite Regional Catchment Strategy 	<ul style="list-style-type: none"> Regional Floodplain Management Strategy Corangamite Regional Catchment Strategy 	<ul style="list-style-type: none"> Regional Emergency Response Plan Flood Sub-Plan
Local	<ul style="list-style-type: none"> Precinct Structure Plans Local Planning Schemes Coastal Hazard Assessments 	<ul style="list-style-type: none"> Precinct Structure Plans Local Planning Schemes 	<ul style="list-style-type: none"> Municipal Water Strategies (where applicable) 	<ul style="list-style-type: none"> Municipal Flood Emergency Plans Local Planning Schemes Local Flood Studies 	<ul style="list-style-type: none"> Municipal Flood Emergency Plans Community Response Plan Local Flood Guides

1.3.2 Estuary management

Estuary management requires the interests of local communities and stakeholders to be weighed against the effect on the ecology of these complex river systems.

For many estuaries, particularly those in environments of high wave energy, high sand supply and variable river flow, the connection to the sea is periodically blocked by a sand berm at the entrance.

Many intermittent estuaries in the region are surrounded by dense coastal settlement (e.g. Lorne, Torquay, Anglesea, Aireys Inlet, Peterborough and Apollo Bay). The closure of an estuary entrance can increase water levels and inundate adjacent land. Inundation is a natural process and plays an important role in the life cycle of many species and the cycling of nutrients. However, when assets such as agricultural land and roads are inundated, there is often a call to artificially open an estuary, generally by digging a trench through the sandbar. It is crucial to ensure that appropriate planning is in place to ensure estuaries are allowed to flood naturally. This Strategy identifies actions to improve planning processes for estuarine flooding.

Under the *Water Act 1989*, the waterway manager is primarily responsible for decisions about the estuary entrance and will decide the conditions under which the estuary may be opened.

The Victorian Waterway Strategy outlines a number of actions for estuary management, including the development of MoUs with key agencies. MoUs will help to define roles and responsibilities at a local scale.

1.3.3 Coastal management

The Central, Western and Gippsland Coastal Boards were formed under the Coastal Management Act 1995 as regional coastal planning advisory bodies. The Central and Western Coastal Boards cover the Corangamite region. The coastal boards are responsible for developing Regional Coastal Plans that guide and facilitate the implementation of the Victorian Coastal Strategy 2014 and approved coastal policy and guidelines in the region. The Regional Coastal Plans have informed the development of this Strategy.

The Victorian Government is also developing a new Marine and Coastal Act that will address management and oversight arrangements for coastal management. The new Marine and Coastal Act (when completed) may bring significant changes to the management of coasts, particularly for CMAs. A Marine and Coastal Act

Consultation Paper, released by DELWP in August 2016, proposed some reforms that would have significant impact on the role of CMAs in the management of marine and coastal areas, including having CMAs provide advice on coastal erosion and inundation.

1.4 Environmental values of floodplains

Flooding provides a number of environmental benefits. For example, floods provide cues for the spawning of certain flora and fauna species, shelter for juvenile fish and increase aquatic habitat. Following a flood, the benefits to the ecosystem include recharged aquifers, natural deposition of nutrients and sediments, and healthy populations of aquatic species.

Flooding also has benefits to the soil structure, such as improving soil moisture and the deposition of silt that can improve soil fertility. Floodplains provide natural overland flow paths and storage areas where floodwaters remain for slow release back into waterways as water levels recede. This natural process reduces the potential for channel erosion from high energy flows. Nutrients, large wood and sediment also settle out during this process, protecting waterways from high sediment and nutrient loads, improving water quality and contributing to floodplain productivity.

Since European settlement, a number of modifications have isolated floodplains and wetlands from rivers and this has led to changes to the natural flooding regime with detrimental effects on associated ecosystems. For example, levees, dams, weirs, river diversions and the encroachment of urban areas into floodplains have changed flooding regimes. In some situations restoring connectivity may be possible by the delivery of environmental water to floodplains where the water will not pose a risk to private land or infrastructure.

Aligning with the VFMS, this Strategy adopts the principle that waterways should, wherever possible, be allowed to flood naturally, maintaining connectivity to floodplains and their associated wetlands. This Strategy aims to balance the management of flood risks with the protection of floodplains for their environmental and cultural values. This includes the protection of priority waterways identified in the Corangamite Waterway Strategy 2014-2022.

Case study

The Lake Connewarre Complex – a significant floodplain

The Lake Connewarre Complex, on the Bellarine Peninsula between Geelong and Barwon Heads, is an example of a floodplain with significant environmental values.

The complex consists broadly of Lake Connewarre, Reedy Lake, Hospital and Salt Swamps as well as associated sections of the lower Barwon River. It forms part of the Port Phillip Bay (Western Shoreline) and Bellarine Peninsula Ramsar Site and includes a number of significant environmental assets including vegetation communities such as coastal saltmarsh, the western most population of white mangrove (*Avicennia marina* var. *resinifera*) in Victoria, and extensive meadows of seagrass (*Zostera muelleri*).

Three hydrological systems interact in the complex – surface water, groundwater and marine waters. The groundwater-surface water interaction at Reedy Lake is thought to have a strong influence on the distribution and health of the vegetation communities, which have an impact on the lake's ecosystem (Dalhaus et al. 2007; Lloyd et al. 2011).

The Lake Connewarre Complex also provides important flood storage functions for the Lower Barwon River, particularly for the Barwon Heads and Ocean Grove communities. It is a large floodplain storage that slows down and reduces flood flows travelling down the Barwon River to Barwon Heads.

The Lake Connewarre complex.



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Corangamite Regional Floodplain Management Strategy

1.5 Aboriginal values and floodplains

Traditional Aboriginal culture revolved around relationships to the land and water and these relationships held physical, social, environmental, spiritual and cultural significance. The land and its waterways and associated floodplains remain central to Traditional Owners' cultural identity and aspirations.

Water is the lifeblood for Country and waterways are the basis of many creation stories. Waterways and floodplains are also a source of food, fibre and medicine and an important place to camp, hunt, fish, swim and connect with traditional culture and stories.

Many Aboriginal cultural sites such as middens, initiation grounds, tools, fish traps, scar trees or other artefacts are on or near waterways and floodplains. Some significant sites may have no observable features but are important for their intangible links to past places of spiritual or ceremonial significance, resources, trade, travel or stories.

The Victorian government's 'Water Plan – Water for Victoria' sets the state-wide direction for greater involvement of Traditional Owners in regional water planning processes through the Aboriginal Water program.

This Strategy takes steps towards improved engagement processes for Aboriginal people in regional water planning, including capacity-building opportunities for Traditional Owners in floodplain management.

Case study

Traditional Owner engagement in the development of the Strategy

As part of the development of the Strategy, workshops were held with the Traditional Owner groups in the region. These meetings discussed the cultural values of floodplains to Aboriginal people and how all the parties involved can better work together to protect floodplains for their environmental and cultural values.

Actions that arose from these meetings are listed in Chapter 4.



Corangamite CMA and Glenelg Hopkins CMA staff with Traditional Owners from the Kuuyang Maar Aboriginal Corporation.

1.6 Climate change and the Corangamite region

Changes to the climate in the Corangamite region are predicted to create hotter and drier conditions and increase severe weather events. There is also likely to be less rainfall, but with more intense rainfall events. Projections are for sea levels to rise and for there to be an increase in extreme natural events such as bushfires and floods (Grose 2015). Table 3 summarises the current climatic projections for the Corangamite region and level of confidence in this information.

Further information on climate change projections for the Corangamite region can be found at:

www.climatechangeinaustralia.gov.au/en/impacts-and-adaptation/southern-slopes.

In response to the risks associated with climate change the Corangamite CMA has developed the 'Corangamite NRM Plan for Climate Change' which outlines directions for how we need to be incorporating climate change into our planning and actions at a regional scale. The 'South West Climate Change Portal', a central source for climate change information for the south-west of Victoria, accompanies this document. The Plan and Portal can be found at www.swclimatechange.com.au.

In current flood risk management studies, climate change is considered in a number of ways. Depending on the catchments' interaction with the coast, the following hydraulic modelling scenarios are typically modelled to gain an understanding of catchment sensitivity to increased rainfall intensities and sea level rise.

Climate change Scenario 1 – Sea level Rise (A sea level rise of 0.2, 0.5 and 0.8 m will typically be applied to the 10% and 1% AEP design events, and additional design events if required).

Climate Change Scenario 2 – Sea Level Rise and increase rainfall intensity (Increases in rainfall intensity typically 10%, 20% and 30%) with sea level rise scenarios outlined in Scenario 1 for 10% and 1% AEP design events, and additional design events if required).

Climate Change Scenario 3 – Increased Rainfall Intensity (e.g. 10%, 20%, 20%).

While the sensitivity of various climate change scenarios are assessed, only scenario 1 (sea level rise projections) are currently used for planning purposes. This is because this is the only aspect of climate change that is currently embedded in planning policy (Clause 13.01 of the Victorian Planning provisions relates to coastal inundation and erosion and climate change).

The Corangamite region's coastline is likely to be susceptible to changing coastal processes, including increased inundation and erosion from sea level rise and an increase in the frequency and intensity of storms. The changes will affect coastal environments and built assets.

Improved mapping of the vulnerability of coastal assets (both natural and anthropogenic) will be needed to inform responses and an adaptive management approach will be required. This Strategy has taken steps towards this and relevant actions are listed in Chapter 4.

In 2015, the DELWP Coastal Services Improvement Team undertook a desktop spatial analysis to identify priority locations along the Victorian coast for detailed hazard mapping and adaptation planning. The assessment found that impacts in the Corangamite region are likely

Table 3. Level of confidence in current climatic change projections for the Corangamite region.

Climatic projections for the Corangamite region	Level of confidence
Less rainfall in winter and spring	High confidence
Average temperatures to continue to increase in all seasons	Very high confidence
More hot days and warm spells	Very high confidence
Fewer frost days	High confidence
Increased intensity of extreme rainfall events	High confidence
Time spent in drought to increase	Medium confidence
Sea level to continue to increase	Very high confidence
Harsher fire-weather climate	High confidence
Evapotranspiration is projected to increase	High confidence
Increase in solar radiation and decrease in relative humidity	High confidence

to be the greatest along stretches of low-lying coastline, such as sections of the Great Ocean Road. Towns along the Great Ocean Road are potentially at risk of being isolated as a result of coastal inundation or storm surge events. These towns also experience large influxes of tourists over the summer months and school holidays. During these periods, the vulnerability of these areas would be exacerbated (DELWP 2015b).

The Bellarine Peninsula is another high-risk area that is likely to be affected by sea level rise. A Coastal Hazard Assessment (CHA) has been completed for the Bellarine Peninsula and Corio Bay (see www.ourcoast.org.au/resources/Final_Inundation_BellarineCorioLCHA_FINAL.pdf). This study aimed to provide a comprehensive understanding of the extent of coastal inundation hazards and the impacts on the coastal environments. This Strategy supports the CHA process. Indeed, the outputs (i.e. coastal inundation mapping) from the Bellarine CHA are already being used for planning purposes within the study area.

It is important to acknowledge that there are known knowledge gaps about climate change relating to riverine flooding and coastal inundation. The science necessary to fill those gaps may take many years to mature, and strategic investments in knowledge improvements are essential for continual improvement in floodplain management.

The Victorian Coastal Monitoring Program (VCMP) currently being set up by DELWP will help address gaps in coastal areas by initiated a number of targeted data gathering and systematic monitoring programs within the following four program delivery themes:

- embayments and estuaries
- exposed sandy beach/dune shores and headland/reef controlled beaches
- protection structures and adaptation options
- decision support and visualisation tools.

1.7 Roles and responsibilities

Effective floodplain management is achieved by a number of agencies and authorities working together and working with local communities. While this Strategy has been led by the Corangamite CMA, it has been developed in close partnership with the LGAs, VICSES and local communities, all of which play key roles in floodplain management at a local level.

The key agencies involved in developing and implementing this Strategy are the Local Government Authorities (LGAs) in partnership with the Corangamite CMA and VICSES. This section describes each of their roles (see Appendix 3 for additional information).

Corangamite CMA

Under the *Water Act 1989*, the Corangamite CMA is the floodplain management authority for the Corangamite Waterway Management District.

The functions for CMAs set under section 202 of the Act include:

- to find out how far floodwaters are likely to extend and how high they are likely to rise
- to control developments that have occurred or that may be proposed for land adjoining waterways
- to provide advice about flooding and controls on development to LGAs, the DELWP Secretary and the community (including advice for riverine, coastal and estuarine flooding).

The Corangamite CMA also has waterway management, regional drainage and floodplain management functions under Divisions 2, 3 and 4 of Part 10 of the Act. While it has this regulatory role in authorising individuals and organisations to carry out flood mitigation activities on waterways, it does not have a direct responsibility to carry out such activities.

The Corangamite CMA is also a referral authority for all development applications and building or works applications on land covered by the flood planning controls of the Victorian Planning Provisions and is the relevant floodplain management authority for the Corangamite region under Clause 66 of the Victorian Planning Provisions set by the *Planning and Environment Act 1987*.

The Corangamite CMA's Statement of Obligations under the Water Act 1989 also includes roles and responsibilities for floodplain management.

Part 7 of the Emergency Management Manual of Victoria, required under the Emergency Management Act 1989 and 2013, also outlines the CMA's role in emergency management.

Local government authorities

In accordance with responsibilities outlined in the Planning and Environment Act, Emergency Management Act and Local Government Act, LGAs play an important role in floodplain management including in the areas of:

- land-use planning and development decisions
- emergency management planning
- urban stormwater infrastructure and managing drainage from and flooding on rural roads
- helping the community to respond to, and recover from floods, when they occur.

LGAs incorporate flood mapping and controls into their local planning schemes to ensure land use and development (e.g. buildings, works and subdivisions) within known floodplain areas does not contribute to increased flood risks.

They also provide a broad range of support services for emergency response agencies during floods and lead community relief and recovery from floods and other emergencies, including being specifically responsible for Emergency Relief Centres (ERCs). LGAs support and develop Municipal Flood Emergency Plans as part of their municipal emergency management plans and implement actions within those plans. Some LGAs implement and maintain local flood warning systems, including systems for flash flood events.

LGAs play a lead role in the design and ongoing maintenance of urban stormwater systems critical to reduce local flooding. They also manage the vast majority of rural road infrastructure that can contribute to localised flooding or be affected by floods. This infrastructure is often critical to enabling the community recovery process.

Victoria State Emergency Service (VICSES)

Part 7 of the Emergency Management Manual of Victoria, required under the Emergency Management Acts 1989 and 2013, outlines that VICSES is the control agency for flood response in Victoria. Key roles and responsibilities include:

- community education and awareness that underpins flood preparedness, response and recovery
- providing support to Municipal Flood Emergency Committees
- facilitating the development and maintenance of MFEPs in conjunction with LGAs
- organisational planning, resourcing and response capability to ensure the best possible service to Victorian communities before, during and after floods/storms.

Priority actions for the VICSES include:

- build community resilience through the development and delivery of community education programs for high flood risk communities
- develop State, Regional and Municipal Flood Emergency Plans
- ensure that MFEPs include the relevant information from flood studies, Total Flood Warning Systems, consequences of the failure or overtopping of flood levees and other information as it becomes available
- provide opportunities for local knowledge to be incorporated into flood emergency planning and educate the community on risk and preparedness
- collate coastal hazard assessments and other intelligence information to build capacity to respond to storm surges and coastal flooding
- provide DELWP with flood mapping and flood intelligence information for emergency planning, response and recovery and community education
- engage infrastructure managers and technical experts in developing flood emergency planning
- determine the qualifications and competencies required to provide specialist services to Incident Controllers during floods.

Flooding in the Corangamite region

2

2.1 Regional risk assessment

The behaviour of floodwaters can vary. They can be deep or shallow, slow or fast moving and cause widespread impacts or nuisance flooding. All forms of flooding can cause risks to human life, threaten communities and livelihoods and affect important infrastructure.

Potential flood damages can change over time due to changes to land use, development and climate. The risks presented here are based on knowledge of the Corangamite region at present, and do not factor in potential future changes in population, land use or climate (besides planning for coastal storm surge and sea level rise impacts along the coast).

Risks from flooding are created by people's interactions with floodplains and are commonly understood as the combination of both the likelihood and the consequences of flooding.

The likelihood of flooding is the probability that a flood or range of

floods will occur. The consequences of flooding include loss, injury, disadvantage or, sometimes, gain.

The interaction between flooding likelihood and consequence determines the magnitude of the flood risk. For example, land that experiences frequent, fast-flowing flooding is likely to be better suited to minimal development, e.g. a parkland rather than a commercial building. The likelihood of flooding is the same, but the potential damages (consequences) of flooding are very different.

Understanding flood behaviour along with the flooding depth, extents and velocities of floods of varying magnitudes means that we are able to quantify and understand the flood risk.

Understanding potential damages that result from floods is an important first step to prioritising flood risk management options. For this Strategy, this was done in two phases:

1. A rapid appraisal of flood risks.
2. Stakeholder consultation.



Chapter overview

This chapter describes the risk assessment process undertaken during the development of the Strategy and includes a description of the existing risk mitigation measures that are in place. The Chapter also provides information on additional factors of importance to flooding in the region, including stormwater management, rural drainage, dam regulation and management and recent developments in the region.

2.1.1 Rapid appraisal of flood risk

The Victorian Department of Environment, Land, Water and Planning (DELWP) rapid appraisal of flood risk methodology was used to assess flood risks at a regional level.

The methodology has been developed to provide a regional snapshot and a starting point for discussions around flood risks within the region. It produces a relative measure of risk between discrete areas or 'management units' to quantify and compare relative flood risks. As such, the rapid appraisal of flood risk methodology is not designed to be an absolute assessment of flood risk to justify flood risk mitigation expenditure at the local level.

This assessment was undertaken across the Corangamite region in August 2016. This was a limited analysis designed to identify areas with the highest risk as an initial input for regional priority setting.

The region was divided into 189 'management units' (113 urban and 76 rural) based on features including catchments, towns and localities. Flood risk was assessed for riverine, stormwater and coastal flooding (including risks associated with sea level rise).

While the methodology is useful, it is important to note that there were a number of significant limitations of the method. For example, the nature of the rapid appraisal means that it is unable to consider factors such as critical infrastructure, vulnerable populations, flood risk where flood hazard data is absent, areas of high risk to life (e.g. floodways), areas intended for future development, community values and tolerance to flood risk, and existing mitigation. The second phase of the regional flood risk assessment was designed to address these limitations. Further information on the rapid appraisal is found in Appendix 5.

2.1.2 Verification of rapid appraisal

A series of workshops in late 2016 and early 2017 with each of the six major LGAs, VICSES and additional regional agencies, sought further information about:

- the logic of the metrics produced by the rapid appraisal flood risk assessment
- additional factors which were not previously considered
- important regional and community infrastructure.

Information from both the rapid appraisal and stakeholder consultation phases was consolidated for each management unit. The adjusted risk metrics were then used to identify areas with significant flood risks relative to the overall risks in the Corangamite region. The Significant risk areas are outlined in Table 9, Chapter 3.

Further detail on the stakeholder and public consultation undertaken as part of the development of this Strategy is given in Table 8, Chapter 3.

2.1.3 Flood risk assessments along the coast

As part of the rapid appraisal process, coastal inundation was assessed for the 1% AEP coastal storm surge extent under current climatic conditions, 1% AEP coastal storm surge plus 20 cm sea level rise and 1% AEP coastal storm surge extent plus 80cm sea level rise.

The coastal flood risk is assumed to be independent of the riverine flood risk calculated in section 2.1.1.

There are two significant Coastal Hazard Assessment (CHA) projects in progress that assess coastal flooding risks in more detail.

A CHA was recently completed for the Bellarine Peninsula and Corio Bay and an adaptation pathways plan is in development to investigate coastal flood risks in more detail (Cardno 2016). This Strategy proposes to align actions on coastal flooding with the findings of the CHA report.

The scoping phase of a CHA for the Barwon South West coastline (from Breamlea to the border with South Australia) was completed in late 2017. This CHA aims to provide information, data and guidance on possible changes to the coast relating to coastal hazards and climate change. This information can be used at a local scale to inform strategic planning for settlements and natural systems and avoid increased risk exposure for future coastal development.

Coastal hazards

Coastal systems are unique and dynamic with complex interactions, relationships and feedback loops involved (DSE 2012). Key processes at play include:

- atmospheric processes (wind, current, rainfall)
- storms
- sea level (tides, sea level fluctuations)
- extreme events (storm surges, storm tides)
- waves
- sediment supply and transport
- vertical land movement.

Coastal inundation very rarely, if ever, occurs in isolation from other coastal processes, such as erosion. The Victorian Coastal Hazard Guide (2012) outlines “sustainable coastal hazard management needs to view natural processes along shorelines as a total system” (p 11).

Although this Strategy focuses on coastal inundation risks and does not include coastal erosion risks, where erosion risks have been mentioned during discussions with stakeholders they have been documented and followed up with the relevant agency. For example, a coastal asset protection database is available for the entire Corangamite coastline. However all the coastal protection assets currently in the database are primarily for erosion management purposes. So, it is understood that there are currently no known coastal protection assets for inundation purposes within the Corangamite region.

The Victorian Government is developing integrated coastal inundation and erosion policy directions to improve coastal hazard management. For example, a Marine and Coastal Act is being developed, with proposed changes to the management of Victoria's coastline. This includes changes that would lead to the Corangamite CMA providing planning advice on both coastal inundation as well as erosion risks.

2.2 Understanding existing mitigation measures

No amount of works will entirely remove flood risks from an area. What is required are measures to reduce the risks of flooding to an acceptable or tolerable level. These are called mitigation measures. What is deemed as tolerable needs to be evaluated on a case-by-case basis.

The mitigation measures fall into five key categories:

- Planning Scheme controls
- structural flood mitigation works
- Total Flood Warning System services
- emergency management
- community education.

In order to be able to set appropriate actions to address risks, an understanding of the existing mitigation measures in place. This was done through:

1. Review of existing information including:

- flood risk assessments and flood study recommendations
- the status of planning schemes relevant to the flood risk
- flood warning arrangements
- emergency management planning currently in place

2. Gathering local knowledge through targeted public and stakeholders consultation (outlined in more detail in Chapter 3, section 3.2).

In summary, the overall process compared the risk ratings from section 2.1 with the current mitigation measures to determine if the residual risk is tolerable or if additional mitigation is required.

The most cost-effective mitigation measures are preventative measures, such as Planning Scheme controls and community education, that control inappropriate development on floodplains.

However, there are ongoing legacy issues from previous developments on floodplains and in these instances there is a need to include mitigation measures that ameliorate and address the existing flood risk. Measures to address legacy issues include physical/ structural flood mitigation works, total flood warning systems services, emergency management, community education and insurance.

2.2.1 Planning Scheme controls

Development on a floodplain should be compatible with the flood risk, which in Victoria is based on the 1% Annual Exceedance Probability (AEP) flood event.

The Victorian Planning Provisions (the VPPs) set out Victoria's statutory land use planning system, a framework from which all local government Planning Schemes are constructed. The overall objectives of floodplain management, in Clause 13.02-1 of the VPPs, are to assist the protection of:

- life, property and community infrastructure from flood hazard
- the natural flood carrying capacity of rivers, streams and floodways
- the flood storage function of floodplains and waterways
- floodplain areas of environmental significance or importance to river health.

Flood controls are set within Local Government planning schemes and are used to assist in meeting the objectives of Clause 13 of the VPPs. Flood controls include:

- information in local municipal strategic statements and local planning policies that address flood risk
- the Urban Floodway Zone
- the flood overlays (LSIO, FO, SBO), if coastal flooding is present, the current overlay to apply is LSIO
- schedules to the overlays
- Local Floodplain Development Plans

These flood controls are detailed in Planning Practice Note 12: Applying the Flood Provisions in Planning Schemes.

LGAs must plan for possible sea level rise in accordance with Victorian State Planning Policy – Environmental Risks (Clause 13). The following information is available to guide responses:

- Clause 13.01 (coastal inundation and erosion) of the State Planning Policy Framework
- Guidelines for coastal Catchment Management Authorities assessing development in relation to sea level rise (June 2012)
- The 2014 Victorian Coastal Strategy, which sets a planning benchmark of no less than 0.8 metres sea level rise for greenfield developments.

The planning process

Most proposals to subdivide land, construct a building or undertake works in an area subject to a planning control require a planning permit.

Where flood information is available and LGAs have been willing and able to include it in planning schemes, proposals subject to flood controls (i.e. in locations within a flood zone or overlay) are referred to the relevant CMA for assessment.

LGAs are required to consider flood risk in making land use planning decisions. All CMAs are recommending referral authorities under the Planning and Environment Act 1987 for proposals in areas subject to flood controls. Therefore the Corangamite CMA's advice is not binding on the LGA and it is ultimately up to the discretion of the LGA to approve or object to a permit application. However, LGAs will need to be able to justify their decision later on if required.

There are circumstances where the information in the Planning Scheme is not a true representation of the flood risk. This occurs for three reasons:

1. Detailed flood mapping is not available for an area.
2. Flood mapping is available but has not been incorporated into the Planning Scheme via an amendment.
3. The information contained within the Planning Scheme is not up to date.

For example, in some locations where flood mapping has been incorporated into the Planning Scheme, it may have been superseded by physical changes in the location (e.g. changes to landform or waterways) or by updated flood mapping using improved information or techniques that has not made its way into the planning scheme. As a result there is a risk that inappropriate development may occur within the floodplain.

The Corangamite CMA holds an up-to-date database of GIS layers of the best available riverine and coastal inundation layers. This information can be viewed on the Corangamite Flood Portal: www.ccmaknowledgebase.vic.gov.au/flood/. This data is sourced from a number of reports and studies undertaken by various agencies and technical experts.

Table 4 shows the total of area of the 1% AEP riverine flood extent for each LGA in comparison to the total area within each LGA covered by planning controls for flood risks. This information indicates that there is still work to be done to improve planning controls for flood risk management in the Corangamite region.

Table 4. Comparison of the total area of 1% AEP riverine flood extent and flood controls in the Planning Scheme for each LGA in the Corangamite region.

LGA	Area (ha)	Area of 1% AEP Riverine Flood Extent (ha)	Percent of LGA covered by 1% AEP Riverine Flood Extent	Area of Planning Controls (ha)*	Percent of LGA with flood Planning Controls*
Borough of Queenscliffe	1,086	7	0.69%	N/A	0.00%
City of Ballarat	73,948	8,783	11.88%	3,084	4.17%
City of Greater Geelong	128,251	14,964	11.67%	12,197	9.51%
Colac Otway Shire	343,844	33,473	9.74%	33,487	9.74%
Corangamite Shire	440,613	50,384	11.44%	188	0.04%
Golden Plains Shire	270,523	16,698	6.17%	14,705	5.44%
Moorabool Shire	211,329	13,102	6.20%	N/A	0.00%
Moyne Shire	548,019	6,708	1.22%	1,128	0.21%
Surf Coast Shire	155,495	12,726	8.18%	12,454	8.01%
Total	2,173,108	156,846		77,242	

* Planning controls based on LSIO, LSIO-FO, LSIO – RFO, FO and UFZ (Geelong only).

When assessing proposals for development or subdivision in locations subject to flooding, the Corangamite CMA refers to relevant policies, provisions and guidelines. These include Planning Provisions, Planning Practice Notes, emergency management guidelines and various state strategies.

The Victorian Government is currently developing guidelines for development in flood-prone areas. These guidelines are to provide a consistent and transparent point of reference for those people and parties involved in the design and approval of developments in flood-prone areas. They are intended to provide guidance about making an application for a planning permit where flooding is a consideration and explain how an application will be assessed.

The building process

A building permit is required for the construction or significant alteration of most buildings in Victoria. This process is independent of the land use planning process and is regulated under the *Building Act 1993* and the Building Regulations 2006. The efficacy of the building regulations relies on the designation of flood-prone areas by the relevant LGA. Under this process, the relevant LGA must consult with the CMA. The process involves setting appropriate floor levels, based on the applicable flood level and the effect of flood depth and velocity on the structural integrity of a building deemed to be within flood-prone land.

Challenges and future management

The key challenges relating to land use planning in Corangamite can be summarised as:

- regional growth and the need to plan new developments appropriately considering the flood hazard
- the legacy of existing development in flood-prone areas
- lack of detailed flood mapping for large areas of the region
- a delay in the development of flood mapping and its incorporation into the Planning Scheme
- timely and complex process required to update flood mapping and Planning Schemes
- the potential for proposals to be allowed by an LGA in contradiction to the Corangamite CMA's referral advice and relevant policies, provisions and guidelines
- differentiating riverine and overland flow flooding, given the often complex interactions between riverine and overland flows and who is responsible for the resultant flood impact.

This Strategy provides an opportunity for LGAs, with the support from the Corangamite CMA, to ensure that the flood controls in Planning Schemes align with their flood risks.

As part of the Strategy's development, the status and currency of existing Planning Scheme controls in the

region was assessed (see Table 4). This information provided a baseline of what is available currently and identifies where there are gaps and/or where upgrades to Planning Schemes are required.

All LGAs support the need to amend Planning Schemes to incorporate updated flood information, and this already occurs to a large extent but there is more work to be done.

2.2.2 Structural flood mitigation infrastructure and their management

As outlined previously, the preferred treatment for flood risks are preventative measures such as land use planning and community education. However, where there are legacy issues and/or where a flood study has determined that there is a clear rationale for flood mitigation infrastructure it will be considered within this Strategy.

The primary purpose of flood mitigation infrastructure is to reduce the incidence or severity of flooding. Flood mitigation infrastructure is designed to protect public and private assets from flooding. In recent times, flood mitigation infrastructure may be constructed following the completion of a detailed flood study that assessed the appropriate treatment options to manage the flood risk and found a cost benefit and clear rationale for it to go ahead.

Mitigation works consist of:

- levees
- waterway channel modifications
- bypass floodways
- retention/detention basins
- dams
- floodgates.

Management arrangements

Some flood mitigation infrastructure in Victoria is not being formally managed. If no formal management arrangements are in place, it will be up to the beneficiaries of such systems to manage them if they so desire. They will need to comply with relevant regulations which vary according to whether the infrastructure is on Crown land or private land.

The VFMS seeks to remove uncertainty and inconsistency in the management of flood mitigation infrastructure to improve its performance during a flood. In particular, the management of existing flood mitigation infrastructure under formal management arrangements will be funded by beneficiaries.

There are a number of significant levees that perform flood mitigation functions within the region (see Table 5).

The management of these systems has been assessed as part of the development of this Strategy and where relevant appropriate actions have been incorporated into Chapter 4.

Future management

Large-scale flood mitigation infrastructure is no longer considered best practice for rural areas. This Strategy provides an opportunity to document information about structural flood mitigation works, as well as identify whether the current service levels are appropriate or should be amended.

Section 17 of the VFMS sets out a number of policies relating to flood mitigation infrastructure, including its recognition and management.

Coastal levees, also known as sea walls, are considered within the scope of this Strategy if they provide flood mitigation benefits (i.e. they protect against inundation

Table 5. Location of significant levees in the region.

Description of levee	Location	Responsibility/management arrangements
Barwon Heads, Plumbers Bank, north west of town near Jirrahlinga Koala and Wildlife Reserve	Barwon Heads	City of Greater Geelong
Barwon Heads, Bank on the north side of town along River Parade	Barwon Heads	City of Greater Geelong
Sparrowvale Levee, below Reserve Road, Connewarre	Connewarre	Private landowner
Belchers Lane, Connewarre	Connewarre	Crown Land
Barwon Caravan Park Levee, Barrabool Road, Belmont	Belmont	Private – caravan park operator
Along Ponds Drive between Forest and Flinders Avenue, protects urban areas west of Hovells Creek	Lara	City of Greater Geelong
Between Flinders and Station Lake Road, protects urban areas west of Hovells Creek	Lara	City of Greater Geelong
Between Station and Wingara Drive, protects urban areas east of Hovells Creek	Lara	City of Greater Geelong
Adjacent to Bass Drive, protects urban areas east of Hovells Creek	Lara	City of Greater Geelong



Figure 2. Elements of a Total Flood Warning System. (Source – Victorian Floodplain Management Strategy)

by seawater) rather than erosion management benefits (i.e. they protect banks from damage caused by wave action).

2.2.3 Total Flood Warning System services

Flood response is only effective if real-time assessments can be made about flood behaviour and its consequences. Flood warnings provide communities and emergency management agencies with information about when flooding may occur, its likely impacts and how to reduce damages.

All Victorian communities receive Bureau of Meteorology (BoM) warnings, including Flood Watches and Severe Weather Warnings, as well as value added safety messages from VICSES. More comprehensive flood warning services can include local predictions about flood behaviour and other information outlined in Municipal Flood Emergency Plans. A Total Flood Warning System (TFWS) contains a number of elements that are vital to flood response (see Figure 2).

Routine catchment monitoring and river height prediction activities are necessary for a Total Flood Warning System. These include river height and rainfall gauging information and are outlined in Section 3 of the Bureau of Meteorology's Service Level Specification for Flood Forecasting and Warning Services for Victoria

(BoM 2013). This report contains Schedules that specify the level of service provided across a range of monitoring and information locations in Victoria.

The Barwon River system (including the Moorabool River basin) is the only area within the Corangamite region with flood class level information available and is listed in Table 6. The Table is adapted from the Bureau of Meteorology 2017 information. See also the case study on page 27 for more information, including specific locations of the flood forecasting network (Figure 3).

A key challenge is the complexity of storm, flash flood and riverine flood warning, and the community's growing expectations for information before and during a flood event, regardless of the nature of flooding.

Limitations

TFWSs for riverine flooding require at least six hours to collect and process data, resulting in flood warnings to the community. Some areas experience flash flooding, which does not allow time to run these processes. As such, effective flash flood warning systems are currently not available. This Strategy has investigated alternative approaches for flood warning in flash flood systems and appropriate actions have been developed. For example, Ballarat sits at the top of the catchment of three major river basins and is largely subject to flash flooding. This Strategy has included an action to investigate weather prediction systems that could be used for flood warning in the City of Ballarat.

2.2.4 Emergency management

In Victoria, emergency management has three components – prevention, response and recovery. VICSES is the lead agency for flood response and as such is responsible for community education and awareness, the support of Municipal Flood Emergency Committees, and for facilitating the development and periodic review of Municipal Flood Emergency Plans (MFEPs) in conjunction with LGAs. MFEPs are developed for LGAs to explain local flood risks and how to prepare for and respond to floods. They consider

Table 6. Flood class level information available for the Corangamite region.

Basin	Station	Minor (metres)	Moderate (metres)	Major (metres)
Moorabool River Basin	Batesford Bridge	2.7	4.0	4.9
Barwon River Basin	Shelford Highway Bridge	6.0	7.0	8.0
Barwon River Basin	Geelong	2.3	3.1	4.3
Barwon River Basin	Mt Mercer	2.0	3.0	4.0
Barwon River Basin	Ricketts Marsh	3.0	6.0	6.7
Barwon River Basin	Pollocksford	3.5	4.5	6.5

Table 7. Emergency management plans prepared for each LGA.

LGA	MFEP status and date	Flood Emergency Plans	Local Flood Guide
Borough of Queenscliffe	Nil	Lake Victoria – Point Lonsdale Precinct Flood Emergency Plan available in COGG MFEP	Nil
City of Ballarat	Version 2b, September 2014	Flood Emergency Plan for the City of Ballarat	Ballarat East (2017) Ballarat CBD (2017)
City of Greater Geelong (COGG)	MFEP available, version 3.0 May 2013.	Moorabool River-Batesford/Fyansford Precinct Flood Emergency Plan Hovells Ck – Lara Precinct Flood Emergency Plan Barwon River – Geelong Precinct Flood Emergency Plan Barwon River – Barwon Heads Precinct Flood Emergency Plan Waurin Ponds Ck Precinct Flood Emergency Plan Moolap Industrial and Residential Precinct Flood Emergency Plan Lake Victoria – Point Lonsdale Precinct Flood Emergency Plan Yarram Creek – Bellarine Peninsula Precinct Flood Emergency Plan	Barwon Heads and Ocean Grove (Jan 2015) Geelong (Jan 2015) Lara (Jan 2015)
Colac Otway Shire	Version 1.0, April 2015	Birregurra Flood Plan 2010	Apollo Bay (Nov 2015)
Corangamite Shire	Version 2.4, August 2014	Camperdown Community Flood Emergency Management Plan Port Campbell Community Flood Emergency Management Plan Lake Corangamite Community Flood Emergency Management Plan Gellibrand River Community Flood Emergency Management Plan Curdies River Community Flood Emergency management Plan	Nil
Golden Plains Shire	Version 2.0 April, 2014	Inverleigh Community Flood Emergency Management Plan Shelford Community Flood Emergency Management Plan	Shelford (2017) Inverleigh (Oct 2013)
Moorabool Shire	Version 1.0, 2013	Nil within Corangamite CMA region	Nil
Moyne Shire	Draft Version 2.2, 2016	Peterborough Flood Emergency Plan	
Surf Coast Shire	Version 1.0 June 2014	Nil	Aireys Inlet (May 2014)

flood mitigation measures (both structural and non-structural), the needs of all relevant agencies and available flood intelligence.

MFEPs also outline the impacts of floods to a particular location, including past floods, an overview of the waterway system, conditions likely to result in flooding, roads likely to be inundated at particular flood depths, flood inundation mapping, information about tidal, coastal and flash flooding as relevant, critical infrastructure that may be impacted, evacuation options, stream or rain gauge information if available, and information about flood warning.

MFEPs are a highly valuable resource for information about the impacts of flooding, provided they are maintained. Relevant actions in Chapter 4 have been included to ensure MFEPs are regularly reviewed and updated. The flood intelligence in the MFEPs is a crucial guide for communities and agencies during a flood incident, and can contribute to reducing property damage and personal injury.

VICSES also produces separate Local Flood Guides for priority areas to clearly communicate information to communities about the flood risk in their area.

Emergency plans and flood guides for areas covered by the Corangamite region are summarised in Table 7.

2.2.5 Community education

Raising flood awareness is a cost-effective way to reduce the impacts of flooding. Detailed flood risk information will empower individuals to better evaluate where they choose to live, or if they are already in a flood prone area, allow them to plan how to protect their assets before the flood arrives and when they may need to evacuate. This work also enables the community to be more aware of flooding so that they can actively take measures to manage their flood risk, leading to a better response, faster recovery and more resilient communities.

All agencies involved in floodplain management share a responsibility to engage and collaborate with the

Case study

Barwon River flood warning and forecast service

The November 1995 flood on the Barwon, Leigh and Moorabool Rivers affected a number of communities, inflicting damage and hardship in the townships of Inverleigh, Batesford, the Geelong urban area abutting the river and low-lying river frontage farmland from Forrest to Geelong.

Local LGAs, Victorian State Emergency Service and the Bureau of Meteorology initiated an upgrade of the flood warning system for the Barwon River and established the Barwon Catchment Flood Warning Group, consisting of government agencies, Bureau of Meteorology, Corangamite CMA and the four affected LGAs (Golden Plains Shire, City of Greater Geelong, Surf Coast Shire and Colac Otway Shire).

This system has two main components:

- An improved coverage of telemetry network of river and rainfall stations to allow better prediction of floods by the Bureau of Meteorology. The system has 14 telemetry River stations and 9 telemetry rainfall stations from Ricketts Marsh on the Barwon, Mt Mercer station on the Leigh River and Lal Lal River station on the Moorabool River to Geelong.
- A community flood preparedness, alerting and warning service continuously being updated as part of each LGA's Emergency Management Plan.

Flood class levels are available for the following six locations (see Table 6).

1. Batesford Bridge (Moorabool River)
2. Shelford Highway Bridge (Leigh River)
3. Geelong (Barwon River)
4. Mount Mercer (Leigh River)
5. Ricketts Marsh (Birregurra, Barwon River)
6. Pollocksford (Barwon River)

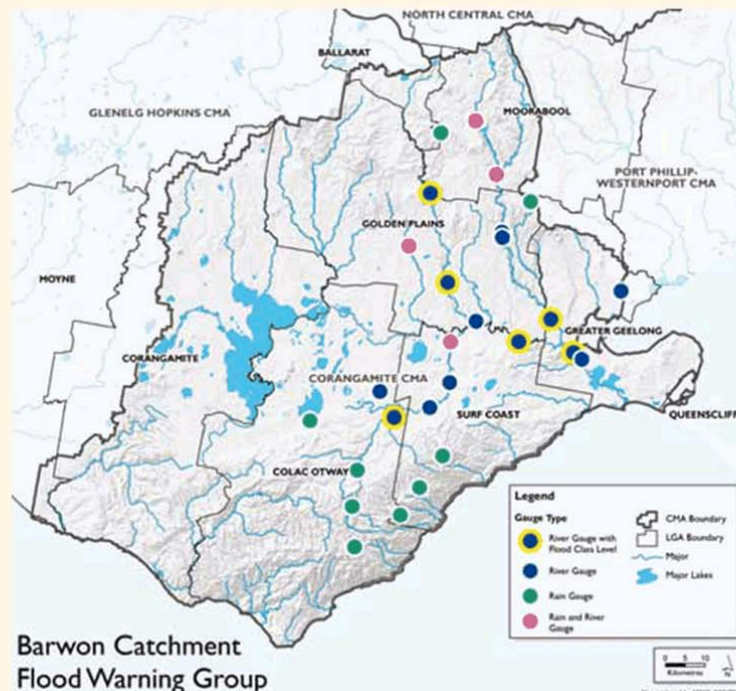


Figure 3. Barwon Catchment Flood Warning Group data collection locations.

Barwon Catchment
Flood Warning Group

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Corangamite Regional Floodplain Management Strategy

general public. It is important that LGAs and CMAs share freely what they know about where flooding may occur. Raising awareness and understanding is our greatest tool in building resilient communities and reducing the tangible and intangible cost of flooding.

The CMA, LGAs, VICSES and DEWLP work collaboratively to engage with the community in the sharing of information before, during and after flood events. Flooding information from both the CMA and LGAs is made freely available and can be accessed using the following platforms:

- Corangamite Flood Portal
- Corangamite CMA Flood Advice Request
- Council Flood Advice
- VICSES Local Flood Guide
- Planning Scheme Maps
- Victorian Flood Database

A priority project for the VICSES is to develop a State Community Observers Network Website to enable the community to provide local knowledge during a flood. Data and photographs collected using smartphones can be instantly uploaded to the web page via an application (an app), viewed and shared between agencies and the community. This website will provide a source of valuable information where there are gaps in telemetered stream data.

VICSES is also working with DELWP, CMAs and LGAs to develop a range of products and community engagement activities to raise community flood awareness. These products include:

- property-specific flood warning charts for individual properties that relate forecast peak flood levels to a height above or below the property's floor level
- community education signs at stream gauge board locations that both educate the community and provide an opportunity for the community to input local knowledge, into an Incident Control Centre during a flood
- pre-recorded flood education videos
- community response plans.

The delivery of a series of community education products in conjunction with targeted community engagement activities with people living or working in flood prone areas will go a long way to reducing the consequences of flooding.

2.3 Regional and community infrastructure

While critical infrastructure operators are mandated by law to understand their responsibility to manage risks to their infrastructure, including that due to flooding, this requirement doesn't apply to infrastructure or assets that are significant to smaller regions or individual communities.

The regional risk assessment method did not assess the potential impacts of flooding on important regional and community infrastructure. As such, stakeholders and the community have been asked to identify important infrastructure potentially at risk of flooding focusing on its susceptibility to flood damage. This includes infrastructure such as emergency management facilities, utilities, transport, major industry, food supply, finance, education, security, water supply, sewage, recreation facilities and social facilities.

The Regional Emergency Management Planning Committees were also engaged with a request for feedback around important infrastructure at risk of flooding. Information from these sources has been incorporated into the assessment of risk for relevant management units.

2.4 Stormwater

Urban stormwater flooding affects many properties within our urbanised areas. Stormwater flooding can be caused by local runoff exceeding the capacity of an urban stormwater drainage system, flow overland on the way to waterways or by the backwater effects of mainstream flooding causing urban stormwater drainage systems to overflow (also local overland flooding) (from VFMS, DELWP 2016, p. 106). LGAs are accountable for managing urban stormwater in the Corangamite region. Therefore, stormwater actions are not within the scope of the Strategy.

The stormwater flood risk and the management of stormwater quality is a key concern for many LGAs within the Corangamite region, especially the City of Ballarat and City of Greater Geelong, which have the most significant urbanised areas. The majority of our cities and regional centres have been built alongside significant waterways and water bodies. Consequently, stormwater and riverine flood risks are often interrelated and must be considered as part of a 'whole of catchment' approach to floodplain management.

This Strategy has identified areas with a history of stormwater flooding but does not recommend treatment options. This should occur through existing processes, such as LGA stormwater management plans or capital work programs. Stormwater flood risks for each municipality are discussed in Chapter 4.

The Strategy supports integrated water cycle management, which provides opportunities to manage urban flooding through, for example, stormwater and rainwater harvesting, water-sensitive urban design and reduced connection of hard surfaces to drainage systems (see CSIRO 1999). As an example, Central Highlands Water, the City of Ballarat and the Corangamite CMA have recently completed a draft Integrated Water Management Plan for the City of Ballarat which outlines approaches for improved management of urban flows and stormwater as part of the water cycle.

This Strategy also reiterates the requirements of Clause 56 of the VPPs for new subdivisions and the need to ensure that developments do not increase flows downstream of the site by including appropriate stormwater detention and treatment.

2.5 Rural drainage

The primary purpose of dryland rural drainage is to protect agricultural land from seasonal inundation. This allows land that would otherwise be waterlogged and unsuitable for traditional forms of agricultural production to be productive for longer periods of each year.

Dryland rural drainage can increase the flow of water downstream leading to erosion; affect other landowners; damage infrastructure; and transport high levels of nutrients, chemicals and sediment to receiving waterways.

The Victorian government has developed a draft Victorian Rural Drainage Strategy that aims to establish a framework for the management of dryland rural drainage systems in Victoria by clarifying institutional arrangements and identifying roles and responsibilities. A number of issues with these systems have been identified, including a lack of information about their condition, ad hoc and ineffective management, lack of clarity regarding roles and responsibilities and lack of maintenance.

Dryland rural drainage issues are not within the scope of this Strategy.

2.6 Dams

Dam safety refers to all management measures in place to ensure the integrity of dam structures and their operation. While Victoria has a good dam safety record, there are significant downstream risks if a dam fails. Therefore it is important that all dams have appropriate contingency procedures in place. Under the Water Act 1989 dam owners/managers are responsible for dam safety and accountable for the damages their dam/s may cause. Dam safety is regulated by DELWP.

Within Victoria, there are four types of dams, each with their own licensing and management arrangements.

1. Water Corporation dams: These are usually large dams which are well managed. They generally have a good suite of inundation maps, dam safety emergency plans and surveillance programs. These dams are licensed by DELWP. The water corporations do not operate dams for flood mitigation purposes.
2. Large private dams: These are defined by size – 5m/50ML, 10m/20ML and over 15m. They are usually on waterways/watercourses and are potentially hazardous because of the consequences of failure. In the Corangamite region these dams are licensed by Southern Rural Water and have to meet licence conditions, such as having dam safety emergency plans and surveillance plans in place.
3. Small private dams: There are many of these in Victoria and they are generally low risk, as they are small and usually within the catchment, not on a waterway. They are not licensed.
4. LGA or Parks Victoria managed dams: These may vary in size and level of management. They are the focus of a DELWP review to ensure that safety and surveillance plans are in place. These dams are licensed by DELWP.

DELWP is the control agency for dam safety incidents (e.g. breaches, failure or potential breach/failure of a dam) while VICSES is the control agency for flooding downstream of dams. VICSES, when made aware of any potential dam failure risks in the Corangamite region, will seek to determine the potential inundation extent and any further actions that maybe required.

Where a stakeholder has identified a flooding issue associated with a dam this Strategy has considered that risk and set appropriate action/s.

2.7 Urban development in the region

In recent years, five new urban growth areas have been proposed, requiring significant floodplain and drainage planning work by LGAs and the Corangamite CMA in developing precinct Structure Plans and urban growth plans. The five main areas are:

1. Geelong (northern and western growth areas)
2. Armstrong Creek
3. Lara (West and North)
4. Fyansford (Moorabool River)
5. Ballarat West

Residential development has begun in all five areas, requiring ongoing work by the Corangamite CMA and the LGAs to ensure best practice floodplain management is implemented.

With current population projections for Victoria indicating continuing growth in urban areas, it is important to recognise the pressures of new, large-scale development on floodplain values and the difficulties associated with managing large scale growth plans. Acknowledging these pressures will ensure that best practice floodplain management values are upheld and integrated into future growth areas.

The Strategy

3.1 Vision and objectives

The following vision is proposed for the region: *Floodplains of the Corangamite region are protected for their ecological and cultural values. Communities, businesses and government agencies are aware of their flood risks and are actively taking measures to manage these risks.*

This vision reflects the objectives for floodplain management outlined in the Victorian Floodplain Management Strategy (VFMS), the Regional Catchment Strategy, the Waterway Strategy and LGA floodplain management planning processes. It focuses on protecting floodplains for their ecological and cultural values while working with stakeholders and communities to help them understand and manage their flood risks. This vision will be achieved through the development of strong partnerships between government agencies and the community (see Figure 4).

The vision and objectives reflect the need to manage residual flood risks but also avoid future risks. Preventing flooding is problematic and ineffective. Physical infrastructure options can protect human activities to some extent but can never protect against all floods. They are often expensive, have negative effects on the environment and flood behaviour, and create significant problems when they fail or are overtopped (Western 2011).

The most effective flood mitigation options include sound planning, including flood mapping, flood prediction, flood response, land use planning and education. Researchers argue that 'there are many human uses consistent with periodic flooding, such as the growing of pasture and timber, but building infrastructure on floodplains is not one of them' (Humphries, McCasker and Keller Kopf 2016).

This vision is to facilitate better floodplain management in the region using a broad range of approaches. For each action listed in Chapter 4 the relevant objective has also been identified. Detailed program logics for each objective will be developed as part of the Implementation Plan for the strategy (see Chapter 5).

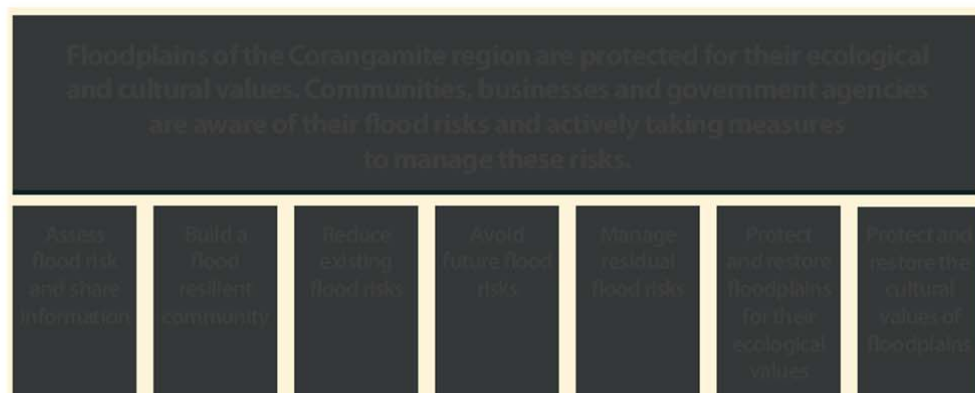
The objectives are not presented in hierarchical order and important links exist between them. For example, the objective to build a flood-resilient community links with many of the other objectives. Increased community education and awareness (facilitated by the development of community education products) is an essential step in reducing existing flood risks and avoiding future risks. The ecological and cultural objectives are also interlinked as cultural values strongly align with environmental values. Many actions also meet multiple objectives.

3

Chapter overview

This Chapter outlines the vision for floodplain management in the region and the seven key objectives for floodplain management in the Corangamite region. The Chapter also outlines the approach used to determine regional priorities, including stakeholder engagement and public consultation.

Figure 4. The Strategy's vision and objectives.



Objective 1 – Assess flood risk and share information

Flood risk assessment reflects the likelihood of a flood and its consequences. It involves understanding the probability of floods, the population at risk and the average annual damages associated with different types of floods. This process is usually undertaken through a flood study by skilled hydrological engineers.

The outputs from a flood study can be used to assess and evaluate the flood risk for a community and provide specific information about the real consequences of floods of different sizes that enable informed decisions.

The second component of this objective is about identifying opportunities to share flood risk information with communities, businesses and emergency response agencies so they can each better manage their risks. For example, through online platforms such as the Victorian flood intelligence platform (FloodZoom) as well as the Corangamite CMA's Flood Portal: www.ccmaknowledgebase.vic.gov.au/flood/.

Objective 2 – Build a flood-resilient community

There are many tools available to assess a flood's magnitude, frequency and impact, and it is relatively straightforward to predict and measure aspects of flood behaviour such as the height, depth, velocity and extent of flooding. Being able to measure and predict these aspects of a flood are important to building a flood-resilient community. Some areas can be protected from flooding but it is not possible or practical to eliminate flooding. The impact of floods can be reduced by providing information to communities so that they can consider their flood management options.

Floodplain managers collect and process information about floods. Effective sharing of this information with communities, government organisations and emergency management agencies helps increase community understanding of and resilience to flooding.

This objective aligns strongly with objective 1 but goes further to outline ways of empowering communities to understand and own their flood risks. VICSES plays a lead role in engaging with communities to understand their flood risks, for example through the production of Local Flood Guides but there is more work to be done.

Objective 3 – Reduce existing flood risks

The provision of real-time information about a flood's behaviour and impacts on communities and emergency management agencies is crucial to reduce the impact of floods. Existing flood risks can be managed through:

- flood mitigation infrastructure
- flood warning
- emergency management planning and response.

Flood warnings provide communities and emergency management agencies with information about when flooding may occur and its likely impacts. This advance information can be used to reduce damages. The benefits of flood mitigation infrastructure and an overview of infrastructure in Corangamite is provided in section 2.2.2.

Objective 4 – Avoid future flood risks

Community resilience can be improved by effective strategic and statutory land use planning and building controls, which includes accounting for the impacts of climate change.

As outlined in section 2.2.1, land use planning seeks to ensure that development on floodplains is compatible with flood risk. The Review of the 2010-11 Flood Warnings and Response (Victorian State Government 2011) noted that proactive mitigation measures such as land use planning and building standards are generally more cost effective for reducing risk than modifications to the flow of floodwaters or modifications to response procedures. However, land use planning flood provisions do not apply to land subject to inundation by floods exceeding the 1% AEP extent or land where the Planning Scheme has not yet been updated to reflect flood information, or where information is lacking.

Section 2.2.1 details the relevant Victorian Planning Provision policies and key issues relating to land use planning in the Corangamite region, including addressing coastal flooding and sea level rise.

Objective 5 – Manage residual flood risks

Even with the most rigorous land use planning and building systems in place, the residual risk of extreme floods remains after structural or non-structural flood management measures have been applied. These risks cannot be eliminated but can be managed through flood insurance, provision of flood risk information and flood emergency management. Emergency management is a key component of this objective. Sections 2.2.3 and 2.2.4 outlines more information regarding emergency management processes in place in the region.

It is critical that all agencies integrate their activities so that flood studies deliver information capable of being incorporated into the various plans and actions needed to manage floods, including land use planning, community education and awareness, emergency management planning and response, and flood insurance.

Objective 6 – Protect and restore floodplains for their ecological values

As outlined in section 1.4, floodplains hold significant environmental values. This Strategy integrates the management of flood risk with the protection of natural floodplain values. By allowing waterways to flood naturally, ecosystem services are provided such as filtering of nutrients, slowing down high velocity flows and providing unique aquatic and terrestrial habitats.

In order to be able to make appropriate planning decisions around developments proposed near or on floodplains, floodplain managers need to have information available on the ecological values of floodplains in their region, including potentially rare and threatened species, information on the ecosystem services they provide as well as the impacts of planning decisions on the natural values of floodplains.

According to policy 12.13 of the Victorian Waterway Strategy (DEPI 2013a, p.180):

‘waterway managers will provide information and advice to local government to ensure wetland and floodplain values are taken into account in flood planning and the administration of the planning controls for floodplain management.’

The Corangamite Regional Catchment Strategy 2013-2018 includes the objective ‘to retain the ecological function of riverine and estuarine floodplains and protect community infrastructure and values’ with the supporting action being ‘to develop and implement a new Corangamite Floodplain Management Strategy’.

The Corangamite Waterway Strategy 2014-2022 includes general management approaches for floodplain management but does not include specific actions to improve the understanding of floodplains for planning purposes.

An example of the integrated management of flood risks with the protection of floodplains for environmental values is the Painkalac Creek estuary at Aireys Inlet. Flooding of the estuary occurs when there are high river flows in combination with a closed estuary mouth. Management of the system involves balancing the trade-offs associated with legacy issues from past developments on the floodplain with the need to allow the estuary to naturally flood to maintain the ecological integrity of the system. This includes the replenishment of important vegetation communities such as the critically endangered coastal saltmarsh vegetation.

The Corangamite CMA in partnership with Surf Coast Shire use the Estuary Entrance Management Support System (EEMSS) to analyse the trades-offs associated with artificially opening the estuary and risks to the environment and built assets. EEMSS contains a database of both environmental and infrastructure assets in and around estuaries that can be used to develop an Impact Assessment Report. Water quality data is also recorded before a potential opening and entered into the EEMSS database to help inform future Impact Assessment Reports.

Objective 7 – Protect and restore the cultural values of floodplains

As outlined in section 1.5, floodplains hold significant cultural values to Aboriginal Australians. Central to this Strategy is the need to protect floodplains for their environmental and cultural values. Floodplains are known to hold significant cultural assets such as midden sites, ancestral remains and scar trees and are important places for Aboriginal people. The Strategy aims to better understand the cultural values and assets of floodplains to ensure their ongoing protection.

3.2 Determining regional priorities and actions

The information from the regional risk assessment (section 2.1) was used to determine priority actions for mitigating floods in the region over the 10 years of the Strategy. Priority actions are those where:

1. The regional risk assessment identified a significant risk for the location.
2. The existing mitigation measures are considered inadequate.
3. Additional mitigation measure(s) may reduce flood risk.
4. Additional mitigation measure(s) are financially, socially and environmentally feasible.
5. Each responsible party considers the action achievable, subject to funding and resourcing, over the lifetime of this Strategy.

Priority actions developed through this Strategy are outlined in Chapter 4. The implementation of any of the actions is subject to funding and feasibility.

3.2.1 Stakeholder engagement

Stakeholder engagement has been an important part of the development of this Strategy. Effective stakeholder engagement strengthens existing relationships across agencies and communities, creates new relationships and builds a culture of shared responsibility. These relationships are invaluable for strategy development and implementation as well as for future flood emergency response.

A Senior Steering Committee was established at the commencement of the project to oversee the development of the Strategy and provide guidance on key decisions. The Steering Committee included representatives from each of the six major Local Government Authorities, VICSES and the Corangamite CMA. Six Senior Steering Committee meetings were held during the development of the Strategy with additional engagement occurring outside these meetings as required.

Table 8 summarises the process taken.

Table 8. Summary of stakeholder engagement activities associated with the development of the regional flood strategy.

	Approach	Communication and engagement	Outputs
To assessment flood risks	DELWP rapid appraisal of flood risk at the management unit scale and verification with key stakeholders	Series of regional meetings with key stakeholders: including LGAs and VICSES. Series of online engagement mechanisms for capturing the public's knowledge, including VICSES volunteers	Agreed risk ratings for management units across the Corangamite region. Actions identified.
To identify existing mitigation measures	Identification of existing flood mitigation measures including infrastructure, warning systems, planning schemes and emergency plans at the management unit scale.	Series of regional meetings with key stakeholders: including Local governments and VICSES.	Documented existing mitigation and residual risk for management units across Corangamite region.
To determine the regional priorities and work plan	Identification and prioritisation of actions to be implemented.	Workshop with key stakeholders to agree to defined actions.	Agreed work plan with actions, priority, and lead agency and partner agencies identified.
Finalise agreed Strategy	Draft Strategy available for public comment for a one month period	Briefings with relevant stakeholders Drop in events Individual briefings on request.	Final Corangamite Regional Floodplain Management Strategy

3.2.2 Public consultation

Public consultation is a key component of strategic floodplain management. Local knowledge is invaluable in helping to understand flood behaviour by providing a 'reality check' when validating modelled flood data. It has been important that the development of this Strategy allowed for opportunities to capture local knowledge.

Information about the Strategy's development was promoted on the Corangamite CMA's website, through the Corangamite Flood Portal and was advertised through each of the LGA websites and social media channels. This information included background on the VFMS and the purpose of this Strategy, and informed the community about the various ways they could be involved in the development of the Strategy.

Information about flood risks was also sought publicly via two online community attitude surveys, which were circulated via LGA websites and social media sites in November 2016. A survey to understand local flood risks was also undertaken in April 2017 with VICSES volunteers as well as key community groups that use waterways and floodplains.

The community were asked to provide local knowledge about flooding issues and important community infrastructure at risk of flooding. Summaries of this feedback can be found in Appendices 4, 5 and 6.

During April 2017 the Corangamite CMA launched the Corangamite Flood Portal, an online mapping portal (www.ccmaknowledgebase.vic.gov.au/flood) which, for the first time, made the Corangamite CMA's flood data publicly available. This site enables existing known flood risk areas to be better communicated with the public and key agencies. The public is also able to provide comment and upload photos regarding flooding issues they may be aware of.

A draft of the Strategy was also made publicly available for comment during November 2017. As part of this public consultation period on the draft three drop in sessions were organised in Geelong, Ballarat and Colac as well as advertisement through local media channels and social media. The public was asked to provide feedback on the draft either through the drop in sessions or online via the Corangamite Flood portal or they could call the Corangamite CMA and discuss their feedback.

What we've heard so far

Key themes in the feedback received from the public during the development of the Strategy are summarised below.

Road access

Community concerns around the flooding of roads and roads being cut by floodwaters was identified in a number of the survey responses. A number of actions have subsequently been identified for the Corangamite CMA to work with LGAs and VicRoads to undertake road inundation assessments so that the relevant road manager can better plan for road closures and notifications during a flood event.

Planning processes

Concerns were also raised around local government planning for floodplain management. Specific concerns focussed on the lack of credible data, planning schemes and zoning being inadequate or not representative of the flood risk, and lack of council or authority understanding of the environmental benefits and importance of allowing floodplains to be inundated.

The message from this feedback is that there is a need to understand and acknowledge the natural function of floodplains and also ensure the LGA planning scheme accurately represents the flood risk for an area.

This Strategy responded to this by including actions to improve our understanding of the environmental significance of floodplains in our region, as well as several actions to update planning schemes and building codes to reflect the best available flood information.

Community education

Nearly two-thirds of volunteers who responded to the VICSES survey felt that their communities are not prepared for floods. Respondents highlighted a need for community education programs to make people aware of their flood risks and what to do in a flood. It was particularly highlighted that there is a need for better education around flash flooding/stormwater risks and responses. Concerns were also raised about complacency and that, this means that awareness of the flood risks in certain areas may have lapsed over time. As such, VICSES is keen to lead community education programs in Geelong, Ballarat and Colac.

Case study

A flood-affected community

Flooding in September 2016 provided valuable lessons for VICSES, the Colac Otway Shire and the Corangamite CMA in managing flood risks.

On 14 September 2016, 46 mm of rain was recorded at Mt Gellibrand and 35 mm of rain at Cape Otway, these totals were considered a 1-in-50 year rainfall event. While these totals do not seem excessive, the rain fell on already wet catchments following a wet winter and start of spring. The rain caused widespread riverine and flash-flooding problems, significant landslip and road closures, damage to the Barongarook Creek, flooding to a number of houses in Birregurra and Colac, and substantial damage to roads and bridges across Colac Otway Shire. Several homes in Birregurra nearly experienced above floor flooding.

LGA employees involved in the After Action Review indicated that they felt the operational response was largely reactive rather than proactive. This is common in flash flooding scenarios where there is little or no time to plan. It was also identified that more information about the potential flood risk in Birregurra, including local knowledge, would have been useful to understand potential properties at risk. This would enable a more proactive approach, such as community education and awareness raising in these flood-prone areas.

This Strategy has included actions to address the feedback received from this event, including undertaking a flood study for Birregurra to understand the risk in more detail and to investigate the feasibility of a flood warning system for Colac and Birregurra.



Flood risk and responses in the Corangamite region

4

The management units (see section 2.1.1) with the highest riverine and coastal flood risk in the region are outlined in Table 9. Figure 5 also shows these areas on a map. This Chapter also presents a summary of floodplain management is presented for each LGA.

Priority risk management areas associated with coastal flooding have been difficult to identify and are classified here as current coastal flood risks, risks with 0.2 metre sea level rise and/or risks with 0.8 metre sea level rise. The City of Greater Geelong and the Borough of Queenscliffe are the only areas to have completed Coastal Hazard Assessments to identify priority risk areas in greater detail.

Actions that do the most to reduce risk have been identified by the lead agency and prioritised accordingly. All actions are subject to feasibility, which may require further detailed investigation, and the availability of funding. The actions have been prioritised at a regional scale, and may not address some specific localised issues including stormwater flooding, which are more appropriately dealt with through other measures.

A detailed work program will be produced as part of the Implementation Plan for the Strategy (see Chapter 5). This program will indicate resourcing requirements, budget, cost sharing arrangements and a timeline for each action.

The work program will be subject to a rolling annual review.

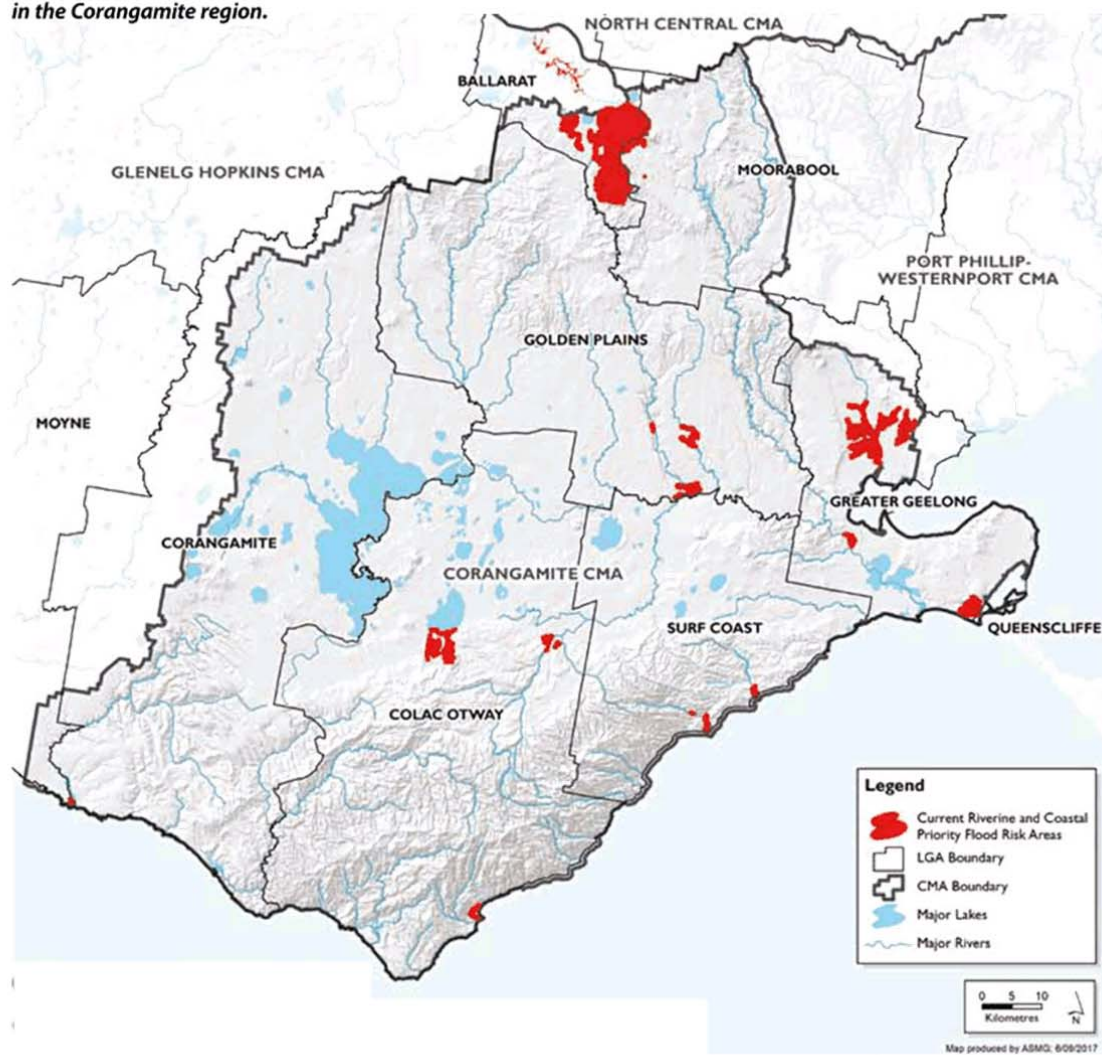
Chapter overview

This Chapter provides information on the priority flood risks in the Corangamite region. It lists the priority floodplain management actions for each LGA for the next four years, including a description of the action, its priority (high, medium or low), and the lead and partner agencies.

Table 9. Priority risk management units.

MANAGEMENT UNIT	LGA
RIVERINE	
Colac	Colac Otway Shire
Elliminyt	
Birregurra	
Apollo Bay	
None prioritised at this stage	Corangamite Shire
Ballarat East	City of Ballarat
Ballarat North	
Ballarat Central	
Mount Helen	
Buninyong	
Redan	
Delacombe	
Peterborough	Moyne Shire
Inverleigh	Golden Plains Shire
Teesdale	
Shelford	
Anglesea	Surf Coast Shire
Aireys Inlet	City of Greater Geelong
South Geelong	
Point Lonsdale	
No riverine flooding identified	Borough of Queenscliffe
None identified	Moorabool Shire
Coastal Risk with no sea level rise and 1% AEP flood and storm surge	
Portarlington	City of Greater Geelong
St Leonards (Salt Lagoon)	
Queenscliff (Fishermans Flat)	Borough of Queenscliffe
Aireys Inlet	Surf Coast Shire
Anglesea	
Coastal Risk with 0.2 m sea level rise and 1% AEP flood and storm surge	
St Leonards (especially lower Bluff – Point Edwards)	City of Greater Geelong
Indented Heads (Esplanade between indented Heads and Portarlington)	
Leopold (Sands Caravan precinct)	
Avalon Beach (illegal occupancies and road effected)	
Queenscliff (Lakers Cutting and Point Lonsdale)	Borough of Queenscliffe
Aireys Inlet	Surf Coast Shire
Anglesea	
Coastal Risk with 0.8 m sea level rise and 1% AEP flood and storm surge	
Moolap	City of Greater Geelong
St Leonards (south of harbour)	
Point Henry	
North Shore	
Point Wilson	
Queenscliff (The Narrows)	Borough of Queenscliffe
Aireys Inlet	Surf Coast Shire
Anglesea	

Figure 5. Priority flood risk areas in the Corangamite region.



4.1 Borough of Queenscliffe

The Borough of Queenscliffe, at the eastern tip of the Bellarine Peninsula and opposite Point Nepean at Port Phillip Heads, covers about 9 km². It is bordered by water on three sides: Port Phillip Bay, Swan Bay and Bass Strait. The only land border is the City of Greater Geelong to its west.

The Borough has a permanent population of around 3,000, which increases to 17,000 in peak holiday times. There are two main urban areas – Point Lonsdale, which fronts Lonsdale Bay, and Queenscliff on a stretch of land between Port Phillip Bay and Swan Bay. The main transport corridor is the Bellarine Highway, which runs generally north-west to Geelong.

Lake Victoria, west of the Borough in the City of Greater Geelong, is a significant feature for the area. It drains into Swan Bay through a small channel. Due to development in the area, the potential for flooding of houses has increased.

A primary dune is an important feature for the area, extending along Lonsdale Bay. The dune protects most of the urban areas from coastal inundation. Behind the dune, the land falls away to close to sea level.

Coastal areas can however experience flooding from the sea caused by high tides in conjunction with storm surge.

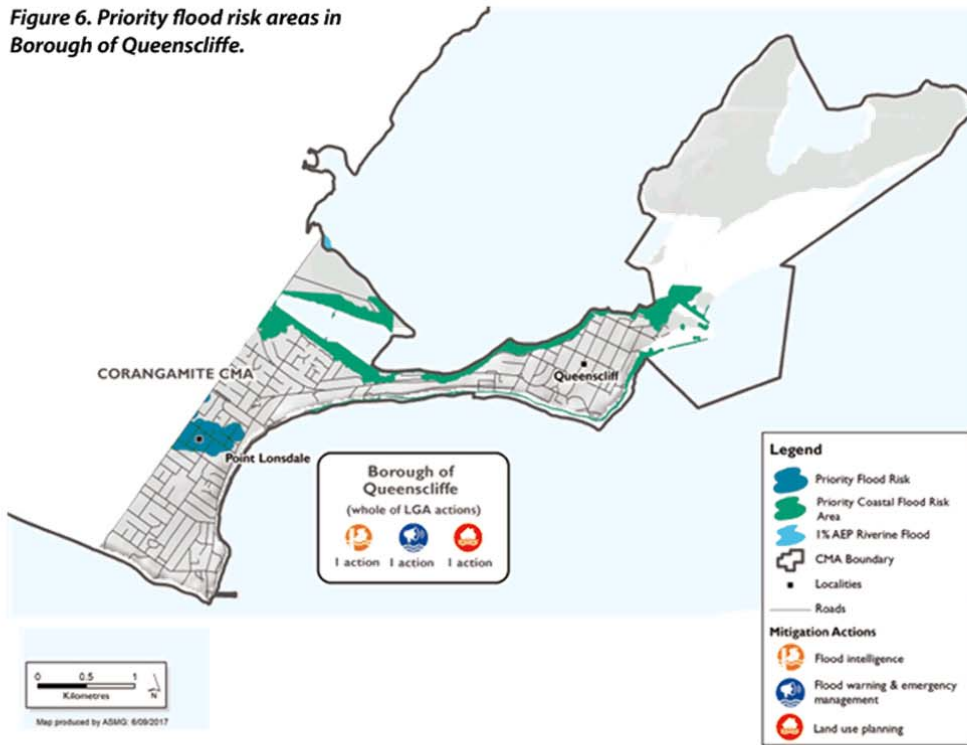
The Borough is a key partner in the Our Coasts Coastal Hazard Assessment project, which aims to address issues associated with predicted sea level rise and coastal inundation.

There is currently no Municipal Flood Emergency Plan (MFEP) for the Borough and developing a plan is a key priority action in this Strategy. This MFEP will also need to include coastal storm surge information to help VICSES better prepare for such events.

Borough of Queenscliffe (BoQ) actions

Priority	LOCATION	LGA	ACTION
Medium	Shire wide	BoQ	Investigate upgrades to the building code to reflect more accurate riverine flood data for Lake Victoria.
Medium	Shire wide	BoQ	Develop a Municipal Flood Emergency Plan (MFEP), incorporating available coastal storm surge information.
Medium	Shire wide	BoQ	As a follow up to the Coastal Hazard Assessment, develop an adaptation pathways plan.

Figure 6. Priority flood risk areas in Borough of Queenscliffe.



LEAD AGENCY	Partner Agencies	Relevant objective/s (pp32-34)
CCMA and LGA		Objective 4
MEMPC (VICSES and LGA)	Barwon Water	Objective 3 and 5
CoGG, BoQ, Barwon Coast and Bellarine Bayside CoMs, CCMA, DELWP	Barwon Water	Objective 4

4.2 City of Ballarat

Overview

The City of Ballarat covers 740 km² and is a major regional centre. There are a number of waterways within the urban areas. In some instances, these waterways have been piped or concrete lined and placed at the back of residential lots. The resulting flood risk is substantial.

The City is split between the Corangamite CMA and the Glenelg Hopkins CMA as well as a small part in the north that falls under the North Central CMA. This Strategy considers only the portion within the Corangamite CMA region. Major townships within this portion include the Ballarat Central Business District (CBD), Buninyong, Delacombe, Ballarat East and Cardigan Village. Major growth is proposed in parts of the City, including Ballarat West and the CBD.

Waterways

The City of Ballarat is within the upper portion of three major river basins: the Loddon, Hopkins and Barwon basins. The Barwon system is most relevant to the Corangamite region. Runoff flows to the south from the many small creeks within the main urban area of the City through the Canadian Creek system into the Leigh (Yarrowee) River in the Barwon catchment and then all the way down to Bass Strait at Barwon Heads.

The City is subject to flash flooding as a result of storms either exceeding the capacity of the urban stormwater drainage system or floodwaters breaking the banks of waterways. Flooding affects a large number of urban properties.

Within the Corangamite region, the major waterways are Canadian Creek, Gnarr Creek, Redan Creek and the Yarrowee (Leigh) River. There are also a number of smaller tributaries within the main urban area of the City, to the east of Ballarat and within the Winter Creek catchment.

Canadian Creek and Gnarr Creek join the Yarrowee River in the vicinity of the CBD. The Redan Creek catchment covers about 580 ha, including the suburbs of Redan, Ballarat Central and Sebastopol. Both Gnarr and Canadian Creeks converge with the Yarrowee River in the CBD. Gnarr Creek flows from the north of Ballarat with a catchment of about 5.1 km². Canadian Creek rises adjacent to Mount Helen to the south of Ballarat and has a catchment area of about 31.5 km².

Priority risk areas

Priority risk areas within the City of Ballarat (Corangamite CMA region only) are Ballarat East, Ballarat North, Alfredton, Mount Helen, Buninyong, Redan, Ballarat Central and Delacombe.

Historically, measures were taken to address flooding by channelising waterways. This has led to faster flowing water, which, when the channels overtop, has a greater impact. One example of this is the Bridge Mall in Ballarat (a major shopping precinct). During heavy flooding in 1989 and 1991 along the Gnarr Creek, the Bridge Mall experienced flood depths greater than one metre. This is a considerable flood hazard, one that may occur again in the future (unless rectified).

The Gong Dam in Buninyong (Cornish Street between Scott Street and Yuille Street) has stability/seepage concerns and downstream consequences are a high risk. The City is investigating this site and working towards an appropriate resolution. That work has been incorporated as an action in this Strategy.

Another key risk area is the earthen embankment along Charlesworth Street, which holds back water during flash flooding, closing the road. This water may cause flooding in the retirement village immediately downstream (Ballarat East). A Flood Mitigation Strategy was developed and endorsed by the City in early May 2017 to address these risks.

Additional risks

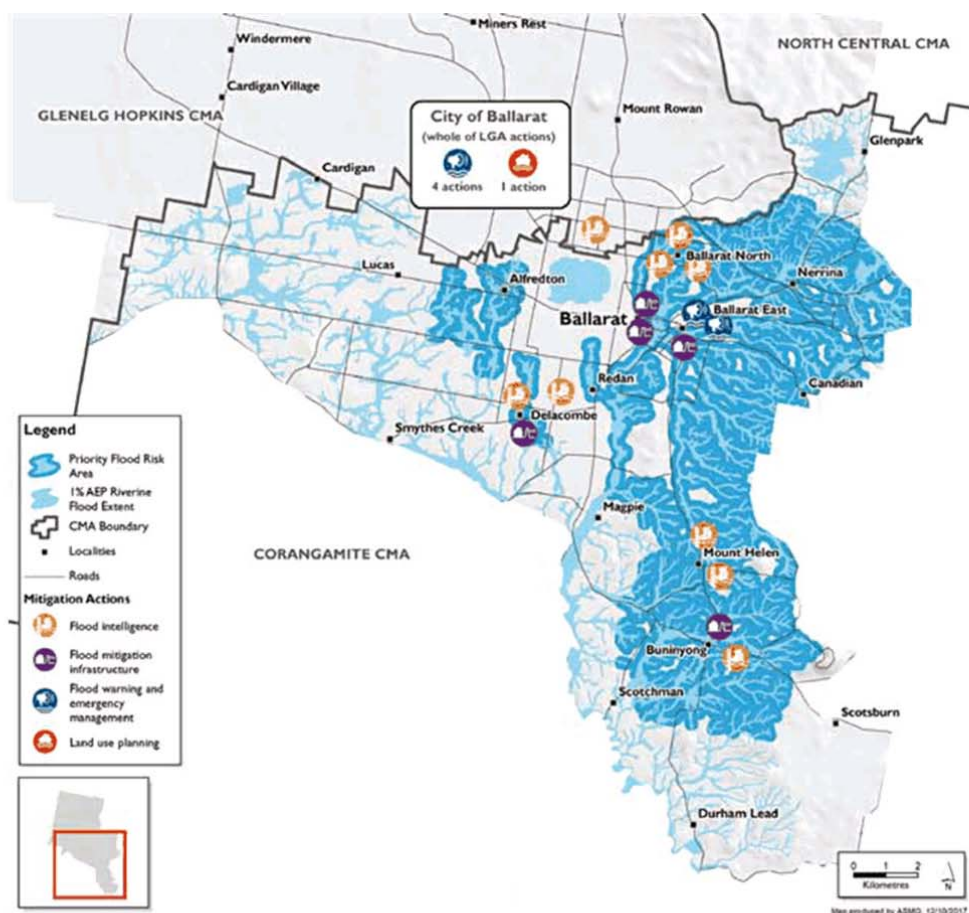
The City of Ballarat has an aged stormwater infrastructure system and corporate knowledge of this system is lacking. The system needs to be mapped and evaluated before specific actions can be set. There are also heritage issues with the existing bluestone drains that may limit opportunities to upgrade the system.

Central Highlands Water, the City of Ballarat and the Corangamite CMA have recently completed an Integrated Water Management Plan for the City of Ballarat that outlines approaches for improved management of urban flows and stormwater as part of the water cycle, including a long-term action to understand the increased flows from urban growth areas on natural waterways.

Risk treatments

There are no riverine or flash flood warning systems in place within the City of Ballarat: only a few basic flood warning system elements exist and provide a low level of service for what are high flood risk locations. The Municipal Flood Emergency Plan (MFEP) includes

Figure 7. Priority flood risk areas in City of Ballarat.



information and intelligence about the history and consequences of flooding at selected locations. Community awareness of flooding relies on individual and anecdotal experience: there are no formal programs in place. This Strategy investigates options to improve flood warning for the City of Ballarat.

The MFEP for the City of Ballarat is well developed for areas with detailed flood information (Ballarat West, Ballarat East and Ballarat Central). This includes information on properties at risk of above-floor flooding as well as flood predictions from rainfall volumes and inundation maps. The key will be to develop and deliver programs that educate the at-risk community on how to use this information effectively before, during and after flood events.

Until recently, there were no flood-related planning controls in the City of Ballarat to prevent development in flood-prone areas. In July, a Planning Scheme Amendment introduced the first flood controls for the GHCM region of the City of Ballarat for the Burrumbete catchment. However, a large portion of the City remains without flood controls. This means that there is potentially no planning mechanism in place for most of the Shire to regulate development on flood-prone land.

The City has also developed a Flood Mitigation Strategy (2017) that outlines the major flood risks and appropriate mitigation measures. The key recommendations from this document have been incorporated as actions in this Strategy.

City of Ballarat (COB) actions

Priority	LOCATION	LGA	ACTION
High	Ballarat East	COB	Investigate options to address the risks around the earthen embankment along Charlesworth Street. The City is currently investigating this heavily.
High	Ballarat East	COB	Develop an evacuation plan for retirement village downstream of Charlesworth embankment; consult with VICSES, VicPol and LGA. An ANCOLD Assessment/ Dam Break has been completed.
Medium	Ballarat North	COB	Update flood study for Yarrowee River tributaries (Brown Hill) including Warrenheip Creek, Ryan Street drain, etc. (current mapping Ballarat Risk and Opp Mapping 2016).
Low	Mount Helen	COB	Update flood study for Yarrowee River downstream from Canadian Creek confluence to COB boundary (current mapping DELWP Regional Floodplain Mapping 2016 and Ballarat Urban Waterways Floodplain Mapping Report 2007).
Medium	Mount Helen	COB	Update Canadian Creek Flood Study, including investigation of Emergency Services Telecommunications Authority (ESTA) facility's proximity to the floodplain.
Medium	Buninyong	COB	Update flood study for Buninyong (Union Jack Creek catchment). The City will first organise drainage and culvert data. Then a flood study will be completed for the waterways and local drainage network. The flood study will consider emergency management, future flood overlays and future planning for town.
High	Buninyong	COB	Investigate options to improve management of the Gong dam. The Gong dam has considerable stability and seepage concerns, as well as significant downstream consequences that all present risks to the community.
Medium	Redan/ Delacombe	COB	A consultant will undertake a review the Bonshaw Creek Flood Study, which will include the Redan Creek.
Medium	Delacombe	COB	Update Kensington Creek catchment flood study (current mapping Ballarat West Drainage Scheme Halcrow 2007 and Ballarat Risk and Opp Mapping 2016).
Low	Delacombe	COB	Investigate options to improve flood situation for Banyule Drive, Glenelg Highway and Doug Dean Reserve. Assess flood mitigation options for areas such as Victoria Park, Doug Dean and the former saleyards site.
High	Ballarat Central	COB	Investigate options to improve management of Gnarr Ck through the CBD with a particular focus on including any upgrades in partnership with planned VicRoads upgrades for Mair Street.
Low	Ballarat North	COB	Upgrade flood modelling for Gnarr Creek catchment upstream from Howitt St, including Walker St Drain and Devils Gully (current mapping Ballarat Urban Waterways Floodplain Mapping Report 2007 and Ballarat Risk and Opp Mapping 2016).
Medium	Ballarat North	COB	Update flood study for little Bendigo Creek catchment including Hit Or Miss Gully (current mapping Ballarat Risk and Opportunity Mapping 2016)
High	Ballarat Central	COB	Investigate options to improve augmentation of Yarrowee upstream of CBD.
High	COB (whole of region)	COB	Update Planning Scheme to include flood controls for the whole City of Ballarat.
Medium	COB(whole of region)	COB	Investigate the viability of a flood warning system for the City of Ballarat, e.g. methods to turn flood study outputs into tools to assist with flood warning, preparedness and response.
High	COB (whole of region)	COB	Undertake community flood education engagement activities and develop flood awareness products that may include pre-recorded flood education videos, local flood guides, community response plans, community signs and gauge boards.
Low	COB (whole of region)	COB	Investigate the feasibility of a road inundation assessment (e.g. depth of over road flooding) to assist the City and SES plan for road closures during floods and to better plan for potential road damages.

LEAD AGENCY	Partner Agencies	Relevant objective/s (pp32-34)
COB	VICSES	Objective 3 and 5
COB and VICSES		Objective 5
COB	CCMA	Objective 1
COB	CCMA	Objective 1
COB	CCMA	Objective 1
COB	CCMA	Objective 1
COB		Objective 3 and 5
COB	CCMA	Objective 1
COB	CCMA	Objective 1
COB		Objective 3 and 5
COB	CCMA	Objective 3 and 5
COB	CCMA	Objective 1
COB	CCMA	Objective 1
COB		Objective 3
COB	CCMA	Objective 4
COB		Objective 2 and 3
VICSES	CCMA and COB	Objective 2
COB	CCMA	Objective 3

4.3 City of Greater Geelong

Overview

Victoria's largest regional municipality, the City of Greater Geelong, has a population of more than 229,000. The municipality, about 75 km from the Melbourne CBD, covers 1,247 km², made up of country, coastal and suburban areas on the western shores of Port Philip Bay. The City is split between the Corangamite CMA and Melbourne Water, with the dividing line along the western boundary of the Little River catchment. The majority of the municipality is within the management area of the Corangamite CMA with a small portion along the northern boundary within Melbourne Water's management area.

Land use in the northern parts of the City is predominantly agricultural while industrial and residential precincts tend to be more important in the south, mainly in conjunction with Geelong Central Business District. The City is characterised by undulating terrain of low relief with broad floodplains. Many of its waterways rise in the north of the municipality in the steeper and dissected terrain of the You Yangs. Land use within the City of Greater Geelong is continuing to rapidly evolve with urban growth towards the north, west and south of the central Geelong area replacing much of the previous agricultural land which once surrounded the City. Growth rates over the last five years have been estimated to be 4.6%, making Geelong one of the fastest growing regional cities in Victoria.

Waterways

The City contains 21 named waterways, including creeks and river systems. These waterways form an important natural drainage network, with a combined length of about 1,350 km. There is also a significant drainage infrastructure network of which 1,898 km are owned and maintained by the City. This network is subject to flooding where it has not been designed to cope with high intensity rainfall, for example, the January 2016 flash flooding in the Geelong CBD.

Major watercourses in the City include the Barwon, Moorabool and Little Rivers (the Little River is outside the Corangamite CMA region) and Hovells Creek. Parts of Moorabool River and its tributary, Sutherland Creek, form the western border of the City; Hovells Creek forms the eastern border. Other watercourses include the Yarram and Waurin Ponds Creeks.

The Barwon River is the largest watercourse flowing through Geelong itself. As most of its catchment lies outside the City, flooding of the lower Barwon may be independent of local rainfall.

The river rises in the Otway Ranges and flows generally north-east to Inverleigh then turns east through Geelong and the Connemara/Reedy Lakes system on the Bellarine Peninsula to the sea at Barwon Heads.

The Barwon River catchment is 3,925 km² to the Macintyre Bridge gauge in Geelong and is made up of 1,020 km² for the Barwon River to Inverleigh, 900 km² for the Leigh River to Inverleigh and 1,150 km² for the Moorabool River. The balance is the main channel of the Barwon from Inverleigh to Geelong. The bigger floods at Geelong usually result from rainfall that causes flooding in all three main rivers. The relative timing of the peaks becomes very important.

There are a number of swamps, lakes and wetlands on both sides of Barwon Heads. Lake Victoria, west of Point Lonsdale, drains a considerable catchment extending west to Collendina and part of Ocean Grove. The outlet from the Lake winds its way through to Swan Bay.

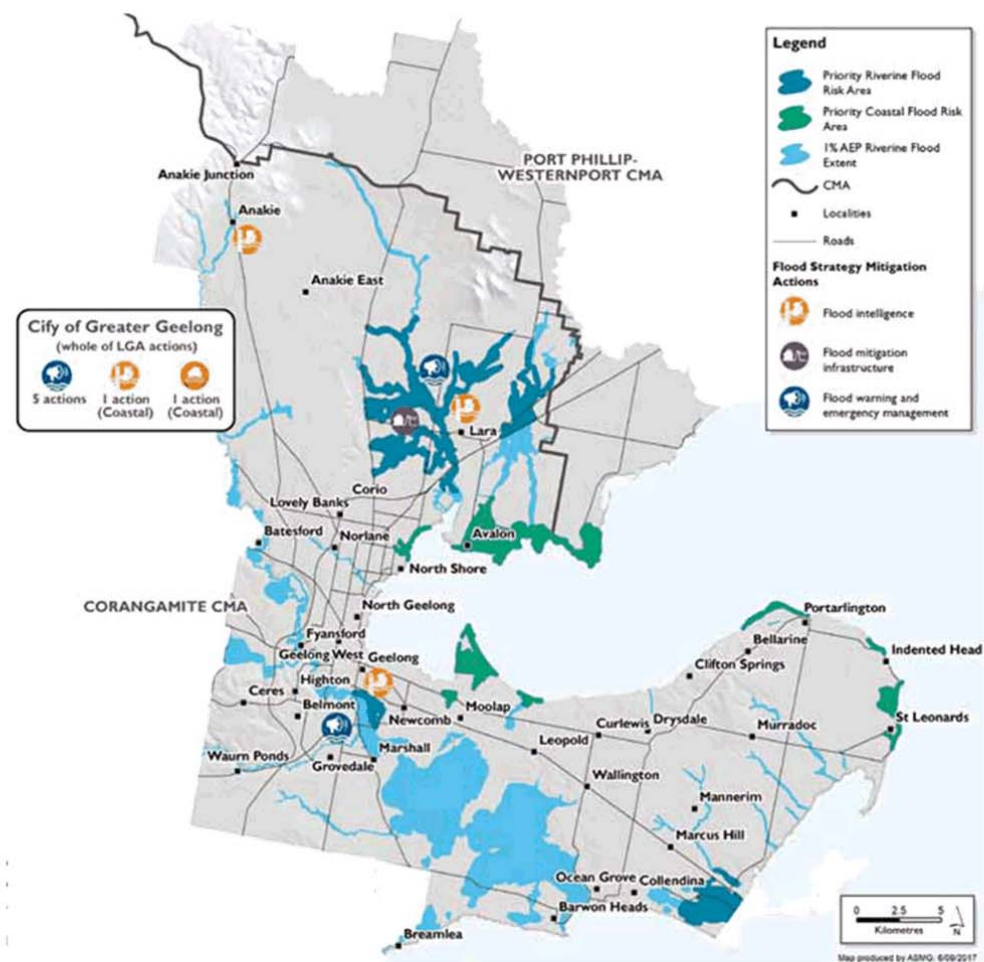
Priority risk areas

Point Lonsdale and South Geelong were identified as significant risk areas. Point Lonsdale, with the flooding risks associated with Lake Victoria, and South Geelong with flood risks associated with the Barwon River.

While not directly related to this Strategy, the flood risks associated with stormwater and overland flows are significant. Given the highly developed nature of the City, managing the risks associated with overland flows and the large population identified as being subject to above-floor flooding during major storm events is a significant priority for the City. Additional ageing infrastructure and competing priorities for capital investment add complexity to the risk.

Stormwater flooding is a significant risk to the City. There are a number of urbanised catchments that are subject to periodic flash flooding or stormwater flooding. The Moolap area is one such catchment. It has a history of flooding, primarily due to poor drainage caused by the flat topography and ground elevations relative to Stingaree Bay and a number of 'bottlenecks' in the overland flow paths. The catchment supports urban and industrial development and is mostly less than 2.5 m above mean sea level.

Figure 8. Priority flood risk areas in City of Greater Geelong.



Risk treatments

The Municipal Flood Emergency Plan (MFE) details flood emergency plans for eight areas within the City:

- Moorabool River – Batesford/Fyansford Precinct Flood Emergency Plan
- Hovells Creek – Lara Precinct Flood Emergency Plan
- Barwon River – Geelong Precinct Flood Emergency Plan
- Barwon River – Barwon Heads Precinct Flood Emergency Plan
- Warrnambool Creek Precinct Flood Emergency Plan

- Moolap Industrial and Residential Precinct Flood Emergency Plan including Moolap Area Flood Information Manual
- Lake Victoria – Point Lonsdale Precinct Flood Emergency Plan
- Yarram Creek – Bellarine Peninsula Precinct Flood Emergency Plan

A rainfall and flow data collection network has been established for the Barwon, Leigh and Moorabool River catchments as well as the Hovells Creek and Moolap catchments. The BoM will provide flood level predictions based on rainfall and modelling for the Barwon, Leigh and Moorabool rivers. Forecast locations

include Geelong (i.e. Macintyre Bridge) and Batesford (Moorabool River). Section 2.2.3, Table 6, contains further information on this forecasting network.

The City of Greater Geelong has installed an Event Reporting Telemetry System for Lara (riverine flooding) in Flinders Avenue and another gauge on Rennie Street (near Princes Highway). These gauges are mainly used for road closures and not for flood warning.

The BoM may also issue flash flood warnings for Hovells Creek, Lara, if it receives appropriate local information

from The City of Greater Geelong or VICSES. The City owns and operates the flood warning systems for Hovells Creek and the Moolap catchment. The MFEP contains additional information about the Hovells Creek Flood Warning (ALERT) System and the Moolap Industrial Precinct alert system.

A new flood study for the Barwon River is under development. Following its completion, the Planning Scheme will need to be updated to better reflect the flood risks.

City of Greater Geelong (CoGG) actions

Priority	LOCATION	LGA	ACTION
High	Geelong	CoGG	Support the implementation of the Barwon and Moorabool River flood study.
High	Geelong	CoGG	Ensure that relevant components of the Barwon and Moorabool flood study are operationalised. For example, updating the MFEP to include: <ul style="list-style-type: none"> • inundation plans that include above floor flooding • impacts on significant infrastructure • key triggers for evacuations and road closures
High	City wide	CoGG	Undertake community flood education activities and develop flood awareness products for Geelong that may include pre-recorded flood education videos, local flood guides, community response plans, community signs and gauge boards. This work will include educating the community about the role of retarding basins in floodplain management.
Medium	City wide	CoGG	Identify priority locations for new rain and streamflow gauges within the City area and seek to add these to the Regional Water Monitoring Partnership.
Medium	City wide	CoGG	Investigate how to add the Barwon River flood warning system to the regional water monitoring partnership (RWMP).
Low	Anakie	CoGG	Review the need for a flood study for Anakie Township.
High	Lara	CoGG	Complete flood and drainage strategy for Lara.
High	Lara	CoGG	Implement recommendations from the Lara flood and drainage study, for example updating the MFEP to include: <ul style="list-style-type: none"> • inundation plans that include above floor flooding • impacts on significant infrastructure • key triggers for evacuations and road closures,
High	Lara	CoGG	Implement recommendations from the Lara Flood Levee Audit, SMEC 2016.
Medium			As part of the Coastal Hazard Assessment, develop an adaptation pathways plan and implement the recommendations from this adaptation pathways plan.
High	City wide	COGG	Investigate the most appropriate planning process to ensure flood study outputs from the 'Our Coast' program are incorporated into the Planning Scheme.
High	City wide		Identify existing flood data gaps and future data needs in relation to flood risk in and around land development and where riverine and stormwater are identified as a joint risk. For example, Drysdale, Clifton Springs, Leopold, Armstrong Creek, Ocean Grove, Waurin Ponds and Cowies Creek areas.
Low	City wide		Investigate the opportunity to undertake a Bellarine Peninsula Regional Opportunity Mapping project.
Medium	Geelong		Investigate options for flash flood warning systems for Geelong.

Overland flooding has also been identified as a significant risk and the City has invested significant resources into understanding this risk. This includes detailed flood studies for several areas including – but not limited to – Moolap, Highton, Portarlinton, Newtown, Barwon Heads and the Central Business District.

There are a number of structural works that perform flood mitigation functions within the City of Greater Geelong's region (see section 2.2.2, Table 5).

The City of Greater Geelong is a partner in the Coastal Hazard Assessment project titled 'Our Coast' for the Bellarine and Corio Bay (see also www.ourcoast.org.au/).

LEAD AGENCY	Partner Agencies	Relevant objective/s (pp32-34)
CoGG and CCMA		Objective 1
CoGG and CCMA		Objective 1, 2 and 3
VICSES	CCMA and CoGG	Objective 1 and 2
CoGG	DELWP, RWMP	Objective 2 and 3
CCMA	Current project partners	Objective 3
CoGG	CCMA	Objective 1
CoGG	CCMA	Objective 1 and 4
CoGG	CCMA	Objective 1,2 and 3
CoGG		Objective 5
CoGG, BoQ, Barwon Coast and Bellarine Bayside Committees of Management, CCMA, DELWP.	Barwon Water	Objective 1 and 4
CoGG	CCMA	Objective 4
CoGG	CCMA	Objective 1
CoGG	CCMA	Objective 1
CoGG	BoM	Objective 3 and 4

4.4 Colac Otway Shire

Overview

A large proportion of the 3,500 km² of Colac Otway Shire is Crown Land (43%), including the Great Otway National Park. The townships of Apollo Bay, Wye River, Kennett River and Skenes Creek lie along the coastal border. The Otway Ranges forms a catchment divide running generally north-east through the Shire, providing prime agricultural land around the foothills. The main town north of the Otway Ranges is Colac, on the shores of Lake Colac in an area of open broad acre farmlands.

The main transport corridors, which have an east-west orientation, are the Princes Highway running through Colac and the Great Ocean Road along the coast.

Waterways

The largest waterway within the Shire is the Barwon River, which rises in the Otway Ranges and traverses the Shire to the east before passing through Surf Coast Shire, Golden Plains Shire and then through the City of Greater Geelong before discharging into Bass Strait.

Other significant waterways include the Aire River, the Gellibrand River and the Barham River, which all rise in the Otways and discharge into the ocean (Bass Strait) at various points along the Corangamite coastline. For example, the Barham River rises in the Otways before entering a broad floodplain before discharging into Bass Strait on the edge of Apollo Bay.

There are many other smaller, shorter and hydraulically steep waterways within the Otway Ranges that may be susceptible to flash or short duration floods, such as Wye River, Kennett River and Skenes Creek. This has implications for the management of these systems, particularly in the downstream environment, such as the caravan parks located on the lower estuarine floodplains.

There are two smaller but significant waterways within the town of Colac: Deans Creek and Barongarook Creek, which both flow into Lake Colac. Parts of Deans Creek and Barongarook Creek are poorly defined, which allows floodwaters to spread out resulting in local overland flows/sheet flows across large areas of Colac.

A full list and description of the waterways within the Shire can be found in the Colac Otway Shire Municipal Flood Emergency Plan (State Emergency Services and Colac Otway Shire, 2015).

Estuaries

The Colac Otway Shire region includes estuaries from just south of Lorne along the coast to west of Johanna Beach. They range from the smaller systems such as Kennett and Wye River estuaries through to the larger systems such as the Barham and Aire River estuaries.

These intermittent estuaries periodically close the river mouth by natural sand movement. This process is influenced by tides, swell, storm surges and rainfall. Assets such as farmland or built infrastructure can be inundated when the river mouth is blocked, and excavation to reopen the entrance may be undertaken under appropriate conditions, including water quality, river flow, ocean conditions and access. The management of the estuary entrance is guided by the Estuary Entrance Management Support System (EEMSS) outlined in the Aire River Estuary Management Plan (Corangamite CMA 2015).

Priority risk areas

Four management units within the Colac Otway Shire region; Colac, Birregurra, Apollo Bay and Elliminyt were identified as priority risk areas in the regional risk assessment.

Colac, Elliminyt and Birregurra have creeks that flow directly through town that can affect livelihoods and assets. Apollo Bay has riverine flood risks associated with the Barham River to the west of town as well as several other minor waterways within the residential parts of town.

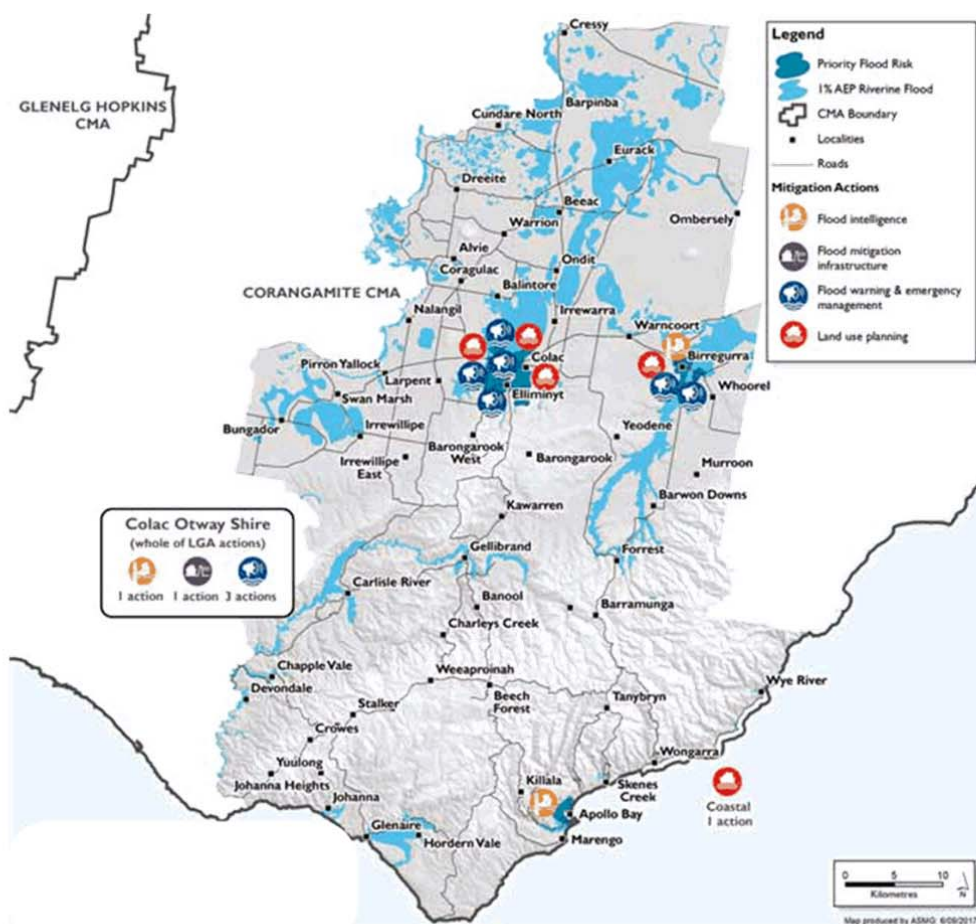
Additional flood risks

Colac is also susceptible to flash flooding. The Shire is preparing a Drainage Strategy that will help guide its investment in stormwater infrastructure renewal. The Drainage Strategy will also help identify what type of infrastructure is required to mitigate the effects of flooding in new areas of development. This Strategy will review the recommendations from the Drainage Strategy and, where possible, incorporate actions associated with riverine flooding.

Coastal areas can experience flooding by high tides in conjunction with storm surges. These can cause backflow in waterways and stormwater drains, and surcharge in and around the drainage network. The major risk from this type of flooding is the potential closure and damage to the Great Ocean Road.

A Coastal Hazard Assessment for the Barwon South West coastline (from Breamlea to the border with South Australia) is currently under development.

Figure 9. Priority flood risk areas in Colac Otway Shire.



Risk treatments

The only flood warning system currently in place within the Municipality is for the Barwon River at Ricketts Marsh. River height information is available from gauges at Ricketts Marsh and Kildean Lane and displayed on the Bureau of Meteorology (BoM) website. Flood class levels have been set for the Ricketts Marsh gauge based on BoM definitions (see section 2.2.3, Table 6). When the river exceeds any of these levels, BoM issues a general flood warning for the Barwon River.

The Municipal Flood Emergency Plan (MFEP) for Colac Otway Shire includes some information about the history and consequences of flooding at select locations. Flood risk across the municipality could be reduced if the MFEP

was updated to include specific Flood Emergency Plans for Colac, Elliminyt and Apollo Bay. Further improvement would be likely if community education and awareness programs were also developed for each of the significant flood risk areas within the Shire.

Planning Scheme Amendment C90 is in progress and this amendment intends to include new flood mapping in the Planning Scheme for Colac and Elliminyt. Flood mapping for this area was completed in 2016 as part of a regional flood mapping project for Deans Creek and Barongarook Creek.

A flood study for the town of Birregurra is needed. The September 2016 flooding indicated that the current flood data for this area is inaccurate, including that in the Planning Scheme.

Colac Otway shire actions

Priority	LOCATION	LGA	ACTION
High	Colac and Elliminyt	Colac Otway Shire	Complete the Colac Drainage Strategy, identify relevant floodplain management actions and prepare a detailed prioritised implementation plan.
High	Colac and Elliminyt	Colac Otway Shire	Identify the above floor-flooded properties from the Deans Creek and Barongarook Creek Floodplain Mapping Project (DELWP 2016).
High	Colac and Elliminyt	Colac Otway Shire	Complete the process for Planning Scheme Amendment C90.
High	Colac and Elliminyt	Colac Otway Shire	Undertake community flood education engagement activities and develop flood awareness products for Colac that may include pre-recorded flood education videos, local flood guides, community response plans, community signs and gauge boards.
Medium	Colac and Elliminyt	Colac Otway Shire	Colac 2050 Growth Plan to consider flood risks and provide strategic directions to address the issues for potential future growth areas.
High	Colac and Elliminyt	Colac Otway Shire	Work with the Barongarook nursing home and the nursing home on Murray Street, Colac, to develop a Flood Response Plan.
Medium	Colac and Elliminyt	Colac Otway Shire	Investigate the feasibility of an appropriate flood warning system for Colac.
High	Birregurra	Colac Otway Shire	Seek funding support to undertake a flood study for Birregurra, with the potential to develop an integrated flood and drainage strategy for the town. Ensure this flood study includes above-floor flooded property data.
High	Birregurra	Colac Otway Shire	Following the completion of a Birregurra flood study, amend the Planning Scheme with the new flood maps and requirements.
Medium	Birregurra	Colac Otway Shire	Investigate the feasibility of a flood warning system for Birregurra, particularly for the smaller creeks through town.
High	Apollo Bay	Colac Otway Shire	Seek funding support to undertake a flood study for Apollo Bay, including the landslip potential. Flood study area would be from Wild Dog Road to West of Marengo Lookout.
Low	Colac Otway Shire coastline	Colac Otway Shire	Seek funding to investigate the berm dynamics for the lower Aire and Barham estuaries. This action needs to link in with any Coastal Hazard Assessment and could include recommendations for planning controls in estuarine areas.
High	Colac Otway Shire (whole of region)		Investigate the feasibility of a road inundation assessment (e.g. depth of over road flooding) to assist the Shire and VICSES plan for road closures during floods and better plan for potential road damages.
Medium	Colac	Colac Otway Shire	Seek funding to review the priority retarding basins in Colac, e.g. investigate the benefits of current retarding basins, and whether their flood storage function is adequate and should be maintained/upgraded/removed.

LEAD AGENCY	Partner Agencies	Relevant objective/s (pp32-34)
Colac Otway Shire	CCMA	Objective 4
CCMA	Colac Otway Shire, Barwon Water	Objective 2, 3
Colac Otway Shire	CCMA DELWP	Objective 4
VICSES	Colac Otway Shire	Objective 2
Colac Otway Shire	CCMA, DELWP, Barwon Water	Objective 4
VICSES	Colac Otway Shire	Objective 5
Colac Otway Shire	CCMA VICSES, DELWP	Objective 3
Colac Otway Shire	CCMA VICSES	Objective 1
Colac Otway Shire	CCMA DELWP	Objective 4
Colac Otway Shire	VICSES, CCMA, DELWP	Objective 3 and 5
Colac Otway Shire	CCMA, Barwon Water, relevant universities	Objective 1
CCMA	DELWP	Objective 6
Colac Otway Shire	CCMA VicRoads	Objective 3 and 5
Colac Otway Shire	CCMA	Objective 3

4.5 Corangamite Shire

Overview

The 4,600 km² Corangamite Shire in south-west Victoria stretches from the Shipwreck Coast in the south, past the volcanic hinterland of Camperdown and up to the pastoral area of Skipton. It is a large rural Shire characterised by rugged coastline, lakes and craters and green pastures. The major industries are agriculture and tourism (including to the Twelve Apostles). The main townships are Camperdown, Cobden, Cressy, Lismore, Skipton and Timboon, and, along the coast, Princetown, Peterborough and Port Campbell.

The Shire is split between the Glenelg Hopkins CMA and the Corangamite CMA regions. This Strategy considers only the part within the Corangamite CMA region. Linkages exist between the two CMA areas and complimentary actions have been considered to ensure a consistent approach.

Waterways

There are several significant waterways and lake systems within the Corangamite CMA part of Corangamite Shire, including Lake Corangamite and the Gellibrand and Curdies River systems.

The Western District Lakes sit at the top half of the Shire. The lakes are an important habitat for waterbirds, particularly during droughts. Lake Corangamite is the largest of the Western District lakes. It is a Ramsar wetland and one of the largest lakes in Victoria, with a surface area of 23,000 ha. The lake has no natural outlets and the area around it is flat and scattered with numerous small depressions. As a result, flooding depends on cumulative rainfall over a number of years rather than specific rainfall events. The Woody Yaloak River diversion channel near Cundare Pool allows the diversion of floodwaters from Lake Corangamite to the Barwon River via Warrambine Creek.

Another significant waterway is the Gellibrand River, which originates outside the Shire in the Otway Ranges, enters the Shire at Lower Gellibrand River and discharges to the Southern Ocean at Princetown. The floodplains of the Gellibrand River and its tributaries are well developed and have a relatively flat gradient. Floodwaters are generally well confined by the narrow floodplain and are fast flowing with significant depths. The main interest in this river relates to estuarine flooding associated with the mouth of the river at Princetown.

Estuaries

The coastal part of the Corangamite Shire includes two estuaries: the Gellibrand River estuary and the Port Campbell Creek estuary. Although the two are of very different scale, the processes at play are similar. They are both intermittent estuaries that are naturally opened and closed to the sea by natural sand movement. Inundation of assets such as farmland or built infrastructure can occur when the river mouth is blocked. Excavation to reopen the entrance may be undertaken to reduce the extent of inundation under appropriate conditions, including water quality, river flow, ocean conditions and access. The management of the estuary entrance is governed by the Estuary Entrance Management Support System (EEMSS) outlined in the Corangamite Waterway Strategy 2014-2022 and, more specifically, the 2017 Gellibrand River Estuary Management Plan.

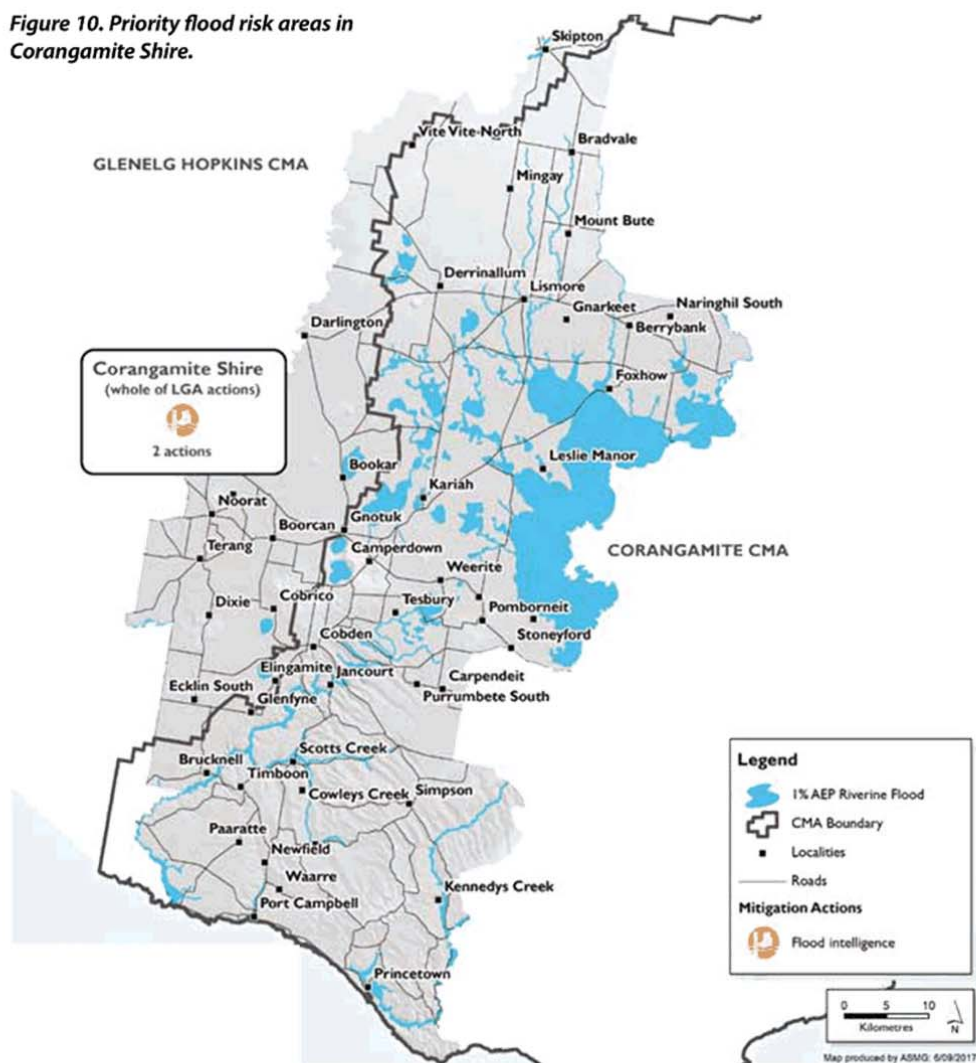
Priority risk areas

Due to a lack of flood information for the rural and residential areas, no priority risk areas were identified within the portion of the Corangamite Shire within the Corangamite CMA region. A regional floodplain mapping project for the wider Corangamite Shire area will help identify any problem flood risk areas and help set appropriate actions. For example, there is a need to understand the risks associated with coastal storm surges in Port Campbell as well as riverine flood risks associated with Campbells Creek.

Another significant issue within the Shire is flood damages as a result of overland flows from smaller floods that can significantly damage the road network. The September 2016 floods caused more than \$2.5 million in damages to the road network and extensive road closures. Many closures were in areas that had flooded in the past and could have been better planned if mapping and data were available.

Major risks relate to the potential coastal inundation of the Great Ocean Road at Princetown (this could occur in combination with riverine flooding from the Gellibrand River). A full list of roads, properties and assets likely to be inundated can be found in the 2014 Corangamite Shire Flood Emergency Plan.

Figure 10. Priority flood risk areas in Corangamite Shire.



Risk treatments

There is small one levee within the caravan park at Port Campbell. This levee was designed to protect the caravan park and Wannon Water pump station from flooding from the nearby Campbell's Creek.

The MFEP for Corangamite Shire is well developed and comprehensive. It includes a number of Community Flood Emergency Plans for major locations within the shire.

Flood controls in the Corangamite Shire Planning Scheme have not been updated recently; more detailed flood modelling is needed before the planning scheme's maps can be updated.

There are no flood forecast, information or data locations within the Corangamite CMA part of the Shire. Flood warning services are effectively non-existent although the MFEP does include information and intelligence about the history and consequences of flooding at selected locations. Community awareness of flooding relies mainly on individual and anecdotal experience: there are no formal programs in place. Actions are included in the work plan to address this.

Corangamite Shire actions

Priority	LOCATION	LGA	ACTION
High	Corangamite Shire (whole of region)	Corangamite Shire	Continue to support the implementation of the Coastal Hazard Assessment for the Barwon South West coastline. Ensure that the outputs from this assessment meet the needs of the Shire and the CCMA.
High	Corangamite Shire (whole of region)	Corangamite Shire	Investigate a regional flood mapping project for the whole Shire to identify key rural flow paths and provide advice on where overland flow paths might affect assets (including agricultural assets and roads, rail, drainage). This will include road inundation assessment (e.g. depth of flooding over roads) to assist the Shire and SES plan for road closures during floods and to better plan for potential road damages.
Medium	Princetown	Corangamite Shire	Seek funding to investigate the berm dynamics for the lower Gellibrand River estuary. This action needs to link in with any Coastal Hazard Assessment and could include recommendations for planning controls in estuarine areas.

LEAD AGENCY	Partner Agencies	Relevant objective/s (pp32-34)
Corangamite Shire and CCMA		Objective 1 and 4
Corangamite Shire	CCMA	Objective 1
CCMA		Objective 6

4.6 Golden Plains Shire

Overview

Golden Plains Shire, between Geelong and Ballarat, covers 2,705 km² with a population of 20,000. Bannockburn is the Shire's main service centre; Teesdale is the next largest town. Major industries are wool and grain growing. Intensive animal farming, particularly poultry and pigs, is becoming increasingly common.

Waterways

The Shire is spread across three river basins: the Barwon, Corangamite and Moorabool Basins. These basins all contain a number of significant waterways whose floodplains are relatively well confined and become broader in their lower reaches. The major waterways are the Moorabool River, Bruce's Creek, Native Hut Creek, Yarrowee River/Leigh River and the Barwon River.

The northern communities of the Golden Plains Shire exist among a complex network of creeks and small tributaries that contribute flows to the Woody Yallock and Yarrowee river systems.

Inverleigh is at the confluence of the Leigh and Barwon rivers. The town is low lying and is affected by flooding from the Barwon River on its southern edge. Backwater flooding up the Leigh River can cause severe flooding in the town, particularly if floods along the Barwon and Leigh Rivers coincide. The Barwon River has a catchment area of 240 km² upstream of Inverleigh, while the Leigh River has an upstream catchment area of about 88 km². An updated flood study for Inverleigh is underway as part of the Inverleigh Structure Plan development.

Most of Shelford is on the escarpment slopes above the Leigh River floodplain and suffers less damage from floods, however several houses, the primary school, cricket reserve and Presbyterian Church are on the floodplain.

Flooding in Teesdale is a result of flooding associated with Native Hut creek that runs through the town.

Flood risk on the Moorabool River is heightened when the Lal Lal Reservoir is spilling. This has potential downstream impacts on agricultural land.

Priority flood risk areas

Priority flood risk areas for Golden Plains Shire are Inverleigh, Teesdale and Shelford. In Teesdale, flooding associated with Native Hut Creek has damaged several residential properties. Both Inverleigh and Shelford have experienced multiple damaging floods in the past 60 years.

Additional risks

Flash flooding/stormwater flooding can occur in urban areas within Golden Plains Shire with little warning, and can cause severe localised damage. Meredith and Teesdale are the areas at greatest risk from flash flooding.

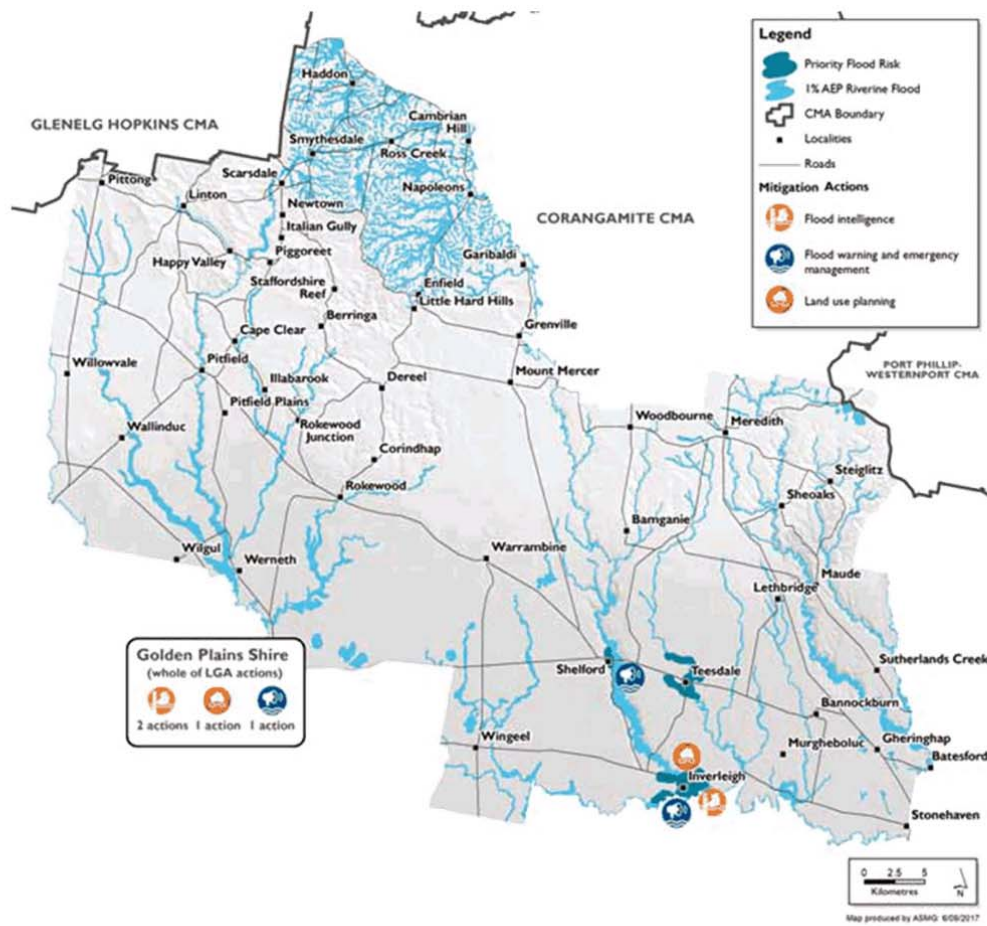
Risk treatments

The MFEP is quite comprehensive for Inverleigh and Shelford, including information on potential above-floor flooding of houses at specified river heights. The MFEP could be strengthened to include additional Flood Emergency Plans for the other significant flood risk location such as Teesdale. Significant community engagement and education is occurring in Inverleigh as part of a new Structure Plan for the town. A Local Flood Guide for Shelford was prepared in early 2017.

Road closures and road damage as a result of flooding are a significant concern for the Shire.

River gauges are on the Barwon River at Ricketts Marsh, Kildean Lane, Winchelsea, Inverleigh, Warrambine, Pollocksford and in Geelong. River levels at these locations are available on the BoM website and flood class levels are available for Ricketts Marsh, Pollocksford and Geelong. River gauges are also on the Leigh River at Mount Mercer and Shelford (see section 2.2.3, Table 6).

Figure 11. Priority flood risk areas in Golden Plains Shire.



Golden Plains Shire actions

Priority	LOCATION	LGA	ACTION
High	Inverleigh	Golden Plains Shire	Continue to support the implementation of the 2017 Inverleigh Flood Study, including an update to the Planning Scheme and MFEP once new flood data is available.
High	Inverleigh	Golden Plains Shire	Act on recommendations from the Inverleigh Flood Study for improvements to the flood warning system for the study area.
Medium	Whole of Shire	Golden Plains Shire	Review the damages to Shire infrastructure as a result of the 2010-2011 floods, to inform potential management actions, i.e. map out the location of damages on a GIS system. Completion of this action is likely to be data and personnel dependent.
Medium	Whole of Shire	Golden Plains Shire	Undertake a desktop review of the Regional Floodplain Mapping Project in comparison with current planning overlays (FO and LSIO) to determine if an upgrade to the Planning Scheme is required, particularly for areas where there is development pressure.
Medium	Whole of Shire	Golden Plains Shire	Develop a brochure to ensure potential purchasers and the public inform themselves (undertake due diligence) when considering potentially flood-prone land.
Low	Whole of Shire	Golden Plains Shire	Investigate the feasibility of a road inundation assessment (e.g. depth of over road flooding) to help the Shire and the VICSES plan for road closures during flood events and to better plan for potential road damages.
Medium	Whole of Shire	Golden Plains Shire	Develop a Guidance Note on appropriate design for recreational infrastructure in flood-prone land.
Low	Moorabool River	Golden Plains Shire	Investigate opportunities for improving education and understanding of the flood warning system for communities on the Moorabool River.

LEAD AGENCY	Partner Agencies	Relevant objective/s (pp32-34)
Golden Plains Shire	CCMA	Objective 1 and 4
Golden Plains Shire	CCMA	Objective 2 and 3
Golden Plains Shire	CCMA	Objective 1
Golden Plains Shire	CCMA	Objective 4
Golden Plains Shire and CCMA		Objective 1 and 2
Golden Plains Shire		Objective 1 and 3
DELWP	CCMA, Golden Plains Shire	Objective 4
VICSES	CCMA	Objective 2

4.7 Moorabool Shire

Overview

The Moorabool Shire covers 2,112km² and has a permanent population of about 33,170, mostly in and around Bacchus Marsh. There is a high proportion of agricultural land in the Shire, as well as significant environmental and cultural sites including the Moorabool River, Werribee River, Lerderderg River, Long Forest Nature Conservation Reserve, Brisbane Ranges National Park, Lerderderg State Park, Lal Lal Bungal Historic Area, Wombat State Forest, Bungal State Forest and Lal Lal State Forest.

The Barwon River basin covers the western half of the Shire, with the eastern half in the Werribee and Little River basins. The northern boundary of the Shire lies approximately along the Great Dividing Range.

The Moorabool Shire is split between the Corangamite CMA and the Melbourne Water regions. This Strategy considers only the part within the Corangamite CMA region. The divide between the two is essentially the Geelong – Ballan Road.

Waterways

The major watercourse that is within the Corangamite CMA's region is the Moorabool River including the West and East Branches. Other creeks to note include Eclipse Creek, Lal Lal Creek, Sutherlands Creek as well as a number of other smaller waterways which flow through towns such as Gordon (Paddock Creek) and Wallace.

Priority risk areas

There is a lack of flood information for the waterways that flow through the Corangamite CMA region of the

Moorabool Shire. As a result, no priority risk areas were identified. A regional floodplain mapping project for the area will help to identify any problem flood risk areas and help to set appropriate actions.

The MFEP identifies a number of roads that are prone to flooding. Further investigations could be undertaken to understand road inundation risks in more detail.

The Moorabool Planning Scheme identifies Gordon as a growth town (with an adopted structure plan), and identifies a need for further strategic work to investigate potential growth opportunities in Bungaree, Wallace and Dunnstown. Moorabool Shire has recently adopted a small towns strategy, which identifies Bungaree, Wallace and Dunnstown as having growth potential. Flood data is currently unavailable for Gordon, Wallace and Bungaree. This data is needed to help inform the structure plans and planning decisions in these towns. This is particularly important for Gordon, which has the most utilities and potential for expansion under present circumstances. Growth in Bungaree, Wallace and Dunnstown is uncertain at this time and will depend on the outcome of investigations and ultimately, the ability to sewer the towns.

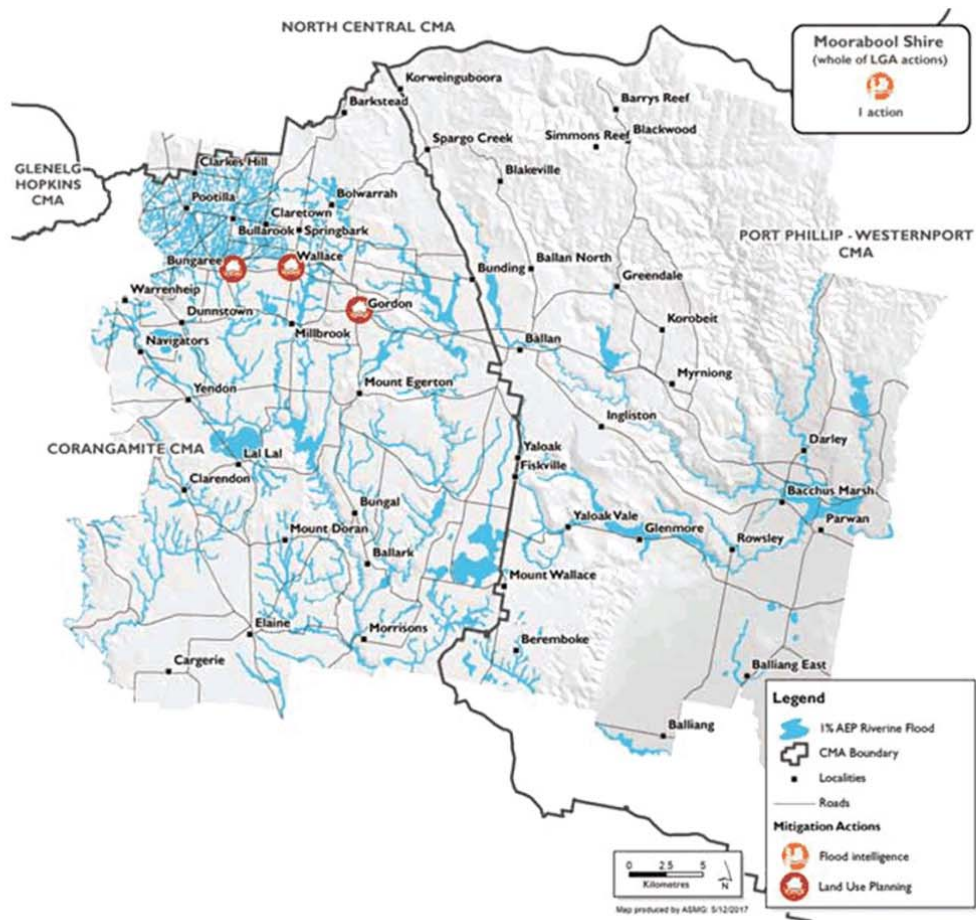
Risk treatments

The Shire's flood risks are well described in the MFEP. The inclusion of more accurate flood data, including data on properties that have flooded above floor level, would help to strengthen the MFEP. There are no planning controls for flooding in the Corangamite CMA part of Moorabool Shire. However, more accurate flood information is required before implementing planning controls. There are no flood warning services within the Corangamite CMA part of the Shire, although the MFEP includes information and intelligence about the history and consequences of flooding at selected locations.

Moorabool Shire actions

Priority	LOCATION	LGA	ACTION
High	Shire wide (CMA region)	Moorabool Shire	Investigate a regional flood mapping project for the Corangamite CMA portion of Moorabool Shire to identify key rural flow paths, provide information on where overland flow paths might affect assets and to inform a future amendment to the planning scheme to introduce flood controls. This will include a road inundation assessment (e.g. depth of flooding over roads) to assist council and VICSES plan for road closures during floods and to better plan for potential road damages.
High	Gordon	Moorabool Shire	Investigate the potential to undertake a flood study for Gordon, based on the town's growth potential, to ensure that flood risk associated with proposed development is either avoided or mitigated. The flood study will inform a future amendment to the planning scheme to introduce flood controls for Gordon.
Medium	Wallace, Bungaree and Dunnstown	Moorabool Shire	Investigate the potential to undertake flood studies for priority towns where structure plans are proposed, including, Wallace and Dunnstown (in order of priority). Council is currently pursuing the flood study for Bungaree. The flood studies will inform a future amendment to the planning scheme to introduce flood controls for these towns.

Figure 12. Priority flood risk areas in Moorabool Shire.



LEAD AGENCY	Partner Agencies	Relevant objective/s
Moorabool Shire	CCMA, VICSES	Objective 1
Moorabool Shire	CCMA, VICSES	Objective 1
Moorabool Shire	CCMA, VICSES	Objective 1

4.8 Moyne Shire

Only a small part of Moyne Shire falls within the region covered by this Strategy. The Glenelg Hopkins Regional Floodplain Management Strategy provides more information on actions in Moyne Shire.

The Curdies River is an intermittent estuary. It opens to the sea and closes by natural sand movement. This process is influenced by tides, swell, storm surges and river flow driven by rainfall. Excavation to reopen the entrance may be undertaken under appropriate conditions, including water quality, river flow, ocean conditions and access.

The management of the estuary entrance is governed by the Estuary Entrance Management Support System, which is outlined in the Corangamite Waterway Strategy 2014-2022 and more specifically in the Curdies River Estuary Management Plan 2017.

For the area within the Corangamite CMA region, the priority risk relates to flooding associated with the Curdies River estuary at Peterborough. The river forms a large lake behind the estuary mouth when it is closed and inundates a large floodplain, which can include residential properties along Dorey Street and the Great Ocean Road Tourist Park.

There are no flood warning systems in operation for this catchment.

Moyne Shire actions

Priority	LOCATION	LGA	ACTION
High	Peterborough	Moyne Shire	Prepare a Memorandum of Understanding between the relevant agencies and stakeholders to ensure a coordinated approach to the management of artificial estuary openings.*
Low	Peterborough	Moyne Shire	Assess the costs and benefits of investing in modifications to existing public assets and infrastructure at risk of flooding, e.g. Dorey Street.*
High	Peterborough	Moyne Shire	Develop communication material around the dynamics of artificially opening the estuary (e.g. river water levels to tide heights and lack of fall), specific to the Curdies system.
Low	Peterborough	Moyne Shire	Investigate the feasibility of undertaking a coastal vulnerability assessment for Peterborough township, including the effect of sea level rise, storm surge and closed estuary mouth flooding, on Peterborough.

* From Curdies River Estuary Management Plan 2017 (Corangamite CMA 2017).

Figure 12. Priority flood risk areas in Moyne Shire.



LEAD AGENCY	Partner Agencies	Relevant objective/s (pp32-34)
CCMA	DELWP, Parks Victoria, VICSES, Moyne Shire, landholders	Objective 2, 5 and 6
Moyne Shire and CCMA	VICSES	Objective 3,5 and 6
CCMA	Parks Victoria, Moyne Shire and VICSES	Objective 1,2 and 6
Moyne Shire	CCMA , VICSES, DELWP	Objective 1 and 4

4.9 Surf Coast Shire

Overview

The Surf Coast Shire covers about 1,560 km², ranging from inland agricultural land over the Otway Ranges to the coastal fringe of the Great Ocean Road. The region stretches from the Thompsons Creek at Point Impossible to just west of Lorne where it borders Colac Otway Shire. Tourism is the largest industry, with the permanent population more than trebling during peak holiday times. The main population centres include coastal Torquay, Anglesea and Lorne, and the inland town of Winchelsea, on the edge of the Western District.

The Otway Ranges are a significant feature of the Shire, separating the communities to the north and south, and facilitating development along the coast. Important environmental features in the Shire include the coastal region, the Barwon River in the north and significant wetland areas in the east.

Waterways

The major river and creek systems subject to periodic flooding are along the coast and include Painkalac Creek at Aireys Inlet, the Anglesea River at Anglesea and Thompsons Creek, which flows from Modewarre to the coast at Breamlea. The exception is the inland catchment of the Barwon River that flows through the township of Winchelsea.

There are also several short, hydraulically steep coastal waterways within the Otway Ranges that may be susceptible to flash flooding or short duration floods, e.g. the Erskine River at Lorne and the Cumberland River (south of Lorne). The MFEP for the Surf Coast Shire identified flash flooding risks for the two caravan parks at the Cumberland River and the Erskine River. Both of these caravan parks are on the lower floodplains of these river systems.

Estuaries

There are a number of estuaries within Surf Coast Shire, including Thompsons Creek, Spring Creek, Anglesea River, Painkalac Creek, the Erskine River and St George River. These are all intermittent estuaries that are opened and closed to the sea by natural sand movement. The management of the estuary entrance and decisions on artificial openings of the estuary mouth is guided by the Estuary Entrance Management Support System, outlined in the Corangamite Waterway Strategy 2014-2022 and, more specifically, in the Anglesea River Estuary Management Plan 2012-2020 (Corangamite CMA 2012).

Priority risk areas

Anglesea and Aireys Inlet have been identified as priority risk areas within the Surf Coast Shire. However, flood risks and related mitigation options in several other locations have also been identified due to the isolated but significant nature of the risk.

Flooding associated with the closure of the Painkalac Creek estuary at Aireys Inlet and the Anglesea River at Anglesea are significant risks that require ongoing management. This Strategy identifies a need to review the parameters around modelling estuary mouth flooding, such as berm heights, to ensure appropriate planning. Flooding of the Painkalac Creek estuary is influenced by the Barwon Water-managed reservoir, which sits just upstream of the estuary.

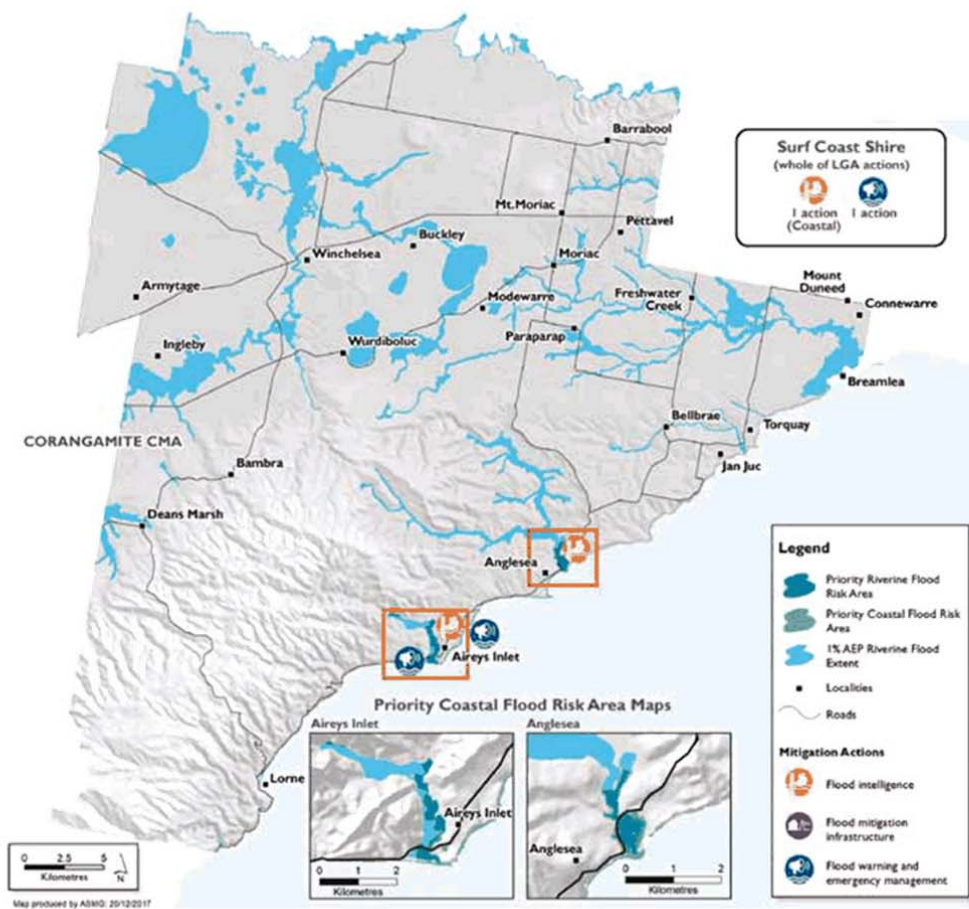
It is important that roles and responsibilities for the management of flood risks in these estuaries are clear as they are complex systems that can involve stormwater, riverine and coastal flooding and can occur in areas of very high social, economic and environmental value.

Additional risks

There are flash flooding risks in Anglesea, Jan Juc and Torquay where developments have occurred over old creek and/or drainage lines.

Coastal areas can also experience flooding from the sea caused by high tides in conjunction with storm surge events resulting from low-pressure systems and on-shore winds. These can cause backflow in waterways and stormwater drains and subsequent surcharge in and around the drainage network. This is a concern in Anglesea, particularly along the Great Ocean Road, which can flood as a result of flooding associated with the Anglesea River backing up the stormwater drainage system.

Figure 13. Priority flood risk areas in Surf Coast Shire.



Risk treatments

There are no formal flood warning systems within the Surf Coast Shire region, with the exception of the simple, Shire-owned warning system for the Painkalac Creek estuary at Aireys Inlet. This system sends a text message to key council staff when the water level reaches certain trigger levels. BoM provides flood warnings for Winchelsea.

Several roads within the Shire are inundated regularly during even minor floods. There is a need to investigate flood warning systems for these roads. The MFEP could be updated to include information on roads susceptible to flooding. A minor flood in April 2017 saw Horseshoe Bend Road flooded by Thompsons Creek and at least one car was submerged in flood waters.

The MFEP for the Shire includes some information regarding typical flood peak travel times for Winchelsea, Inverleigh, Painkalac Creek and the Anglesea River. It could be strengthened if it included more detailed flood response plans for the Anglesea River and Painkalac Creek estuaries, particularly regarding planning and setting appropriate trigger points for artificial estuary openings. This would ensure more informed decision-making that considers the social, economic and environmental impact of opening an estuary. The local flood guide for Aireys Inlet could be updated to include more detailed information regarding estuary mouth conditions.

Flood controls for the Surf Coast Shire were amended as part of Planning Scheme Amendment C85. This introduced changes to the mapping for the lower reaches of the Thompsons Creek catchment.

Surf Coast Shire actions

Priority	LOCATION	LGA	ACTION
High	Anglesea	Surf Coast Shire	Investigate the feasibility of undertaking a flood study for the Anglesea River to investigate short and long term inundation risks, including: <ul style="list-style-type: none"> • assessment of the impact of the closure of Alcoa Coal Mine on flooding of the Anglesea River • flood mapping of the tributaries that flow into the Anglesea River (to inform Shire drainage plans for these systems) • erosion changes associated with the mouth of the estuary and adjacent coastline • sensitivity of coastline to changes in wave climate • berm dynamics to understand flood risk in more detail • consideration of storm surge and sea level rise/inundation.
Medium	Aireys Inlet	Surf Coast Shire	Review the current flood warning procedure and key decision points involved with the management of the Painkalac Creek estuary mouth with a view to update/amend if required.
Medium	Aireys Inlet	Surf Coast Shire	Undertake targeted community education with flood-affected residents in Aireys Inlet
High	Mount Duneed and Winchelsea	Surf Coast Shire	Establish road closure procedures for the following key roads: <ul style="list-style-type: none"> • Klidean Rd • Horseshoe Bend Rd • Ghazeeopore Rd • Pettavel Rd • Blackgate Rd (at Merrijig Creek and Thompson Creek) • Williams Rd • Dickins Rd • Cressy Rd
Medium	Aireys Inlet	Surf Coast Shire	Investigate the feasibility of a flood study for Painkalac Creek to investigate short and long-term inundation risks, including: <ul style="list-style-type: none"> • erosion changes associated with the estuary mouth and adjacent shoreline • an updated assessment of the long term rate of erosion along Fairhaven-Aireys Inlet, along with an assessment of short term storm erosion under sea level rise scenarios • sensitivity of coastline to changes in wave climate,

LEAD AGENCY	Partner Agencies	Relevant objective/s (pp32-34)
CCMA and Surf Coast Shire	VICSES, DELWP, GORCC, Barwon Water	Objective 1
Surf Coast Shire	CCMA, VICSES, Barwon Water, GORCC, DELWP	Objective 1 and 3
Surf Coast Shire	VICSES and CCMA	Objective 2
Surf Coast Shire	CCMA and VICSES	Objective 3 and 5
Surf Coast Shire and CCMA	VICSES, DELWP, GORCC, Barwon Water	Objective 1

4.10 Other stakeholders

VicRoads

VicRoads manages about 2,000 km of freeways, highways, arterial roads and tourist roads in the Corangamite region. Some of these roads, such as the Great Ocean Road, are the only major access route into and through coastal communities such as Wye River and Kennett River.

The Great Ocean Road is also at risk at several locations from coastal storm surge and from secondary effects of inland or coastal flooding, such as erosion.

The unpredictability in terms of the location and intensity of many rainfall events and the different levels of soil saturation affects the amount of runoff and hence the local flood risk.

The road network crosses many drainage catchments and is therefore at risk from disruption due to flooding. The effects can be mitigated by understanding the known 'at risk' locations. This information can help to inform road closure notifications during an event.

VicRoads actions

Priority	LOCATION	ACTION	LEAD AGENCY	Partner agencies	Relevant objective/s (pp32-34)
High	Corangamite region	Undertake a first pass risk assessment using in-house information to identify flooding hot spots, including identifying known flood-prone sections of the VicRoads network and where flood recovery works were carried out in the last year.	VicRoads and CCMA*		Objective 1 and 3
Medium	Corangamite region	Review and where required update the culverts register and confirm condition and adequacy of their capacity prioritising the flood-prone locations and where necessary prepare upgrade/replacement strategy.	VicRoads*	CCMA and VICSES	Objective 3

* For VicRoads assets only on the Arterial Road network. Municipalities are responsible for the above on roads managed by them.

Coastal committees of management

Four coastal Committees of Management cover the Corangamite region's coastline: Barwon Coast Committee of Management, Bellarine Bayside Committee of Management, Great Ocean Road Coast Committee and Otway Coast Committee of Management. Committees of Management are appointed by DELWP to manage, maintain, improve and control Crown Land services in accordance with the *Crown Land Reserves Act 1978*.

Through the stakeholder engagement process it was identified that there are areas of land managed by coastal committees of management that are impacted by flooding, including a number of assets such as caravan parks.

An example of the work undertaken by a coastal committee of management is provided in the case study on page 72. The three other coastal committees of management within the region perform a similar role to that outlined for the Great Ocean Road Committee of Management in this case study.

Coastal Committees of Management (CoM) actions

Priority	LOCATION	LGA	ACTION	LEAD AGENCY	Partner agencies	Relevant objective/s (pp32-34)
High	Portarlington	COGG	Undertake coastal inundation investigations for the Portarlington Holiday Park to improve resilience of holiday park from the impacts of coastal inundation.	Bellarine Bayside CoM	CCMA	Objective 1
High	Ocean Grove	COGG	Apply CFAST inundation modelling to Riverview Family Caravan Park to determine adaptive protection approaches to enhance security of the caravan park from impacts of coastal and riverine inundation.	Barwon Coast CoM	CCMA	Objective 1
High	Ocean Grove and Barwon Heads	COGG	Investigate mechanisms to improve flood planning and response for two coastal caravan parks under management of Barwon Coast CoM: the River Family Caravan Park and Barwon Heads Caravan Park.	Barwon Coast CoM	VICSES and CCMA	Objective 3 and 5
Med.	Barwon Heads	COGG	In response to CHA modelling for inundation, develop flood prevention strategies for lower lying facilities and areas around Flinders Parade, Barwon Heads.	Barwon Coast CoM	COGG and CCMA	Objective 3
Low	Bellarine	CoGG	Investigate mechanisms to improve flood planning and response for coastal caravan parks managed by Bellarine Bayside CoM.	Bellarine Bayside CoM	VICSES and CCMA	Objective 3 and 5
High	Corangamite coastline	Surf Coast Shire	Investigate a risk-based project to identify and prioritise assets managed by GORCC at risk from flooding (riverine, coastal storm surge, sea level rise) and establish a program to evaluate the risks and develop mitigation actions. Include early warning system that could help identify risks and implement actions such as estuary openings, event cancellations, etc.	GORCC	DELWP, CCMA	Objective 1
High	Corangamite coastline	Surf Coast Shire	Investigate mechanisms to improve flood planning and response for coastal caravan parks on GORCC managed land.	GORCC	CCMA, VICSES	Objective 3 and 5

Case study

Great Ocean Road Coast Committee

The Great Ocean Road Coast Committee (GORCC) was established in 2014 to manage 37 km of Crown land reserves along the coast, from Point Impossible east of Torquay to the Cumberland River south-west of Lorne.

GORCC's role includes:

- building and maintaining a wide range of facilities, assets and infrastructure
- operating caravan parks in Torquay, Anglesea and Lorne, and managing the lease for one privately operated caravan park
- issuing leases, licences and permits for various commercial and one-off activities and events on the coast
- undertaking weed eradication and other programs to protect the sensitive coastal environment

Work is undertaken in partnership with the State Government, Surf Coast Shire, other agencies, volunteers and the local community.

Planning for and managing the impacts of natural hazards and climate change on the coast (and its users and infrastructure) is a major part of GORCC's role. Damage to or loss of functionality in the caravan parks at risk of riverine or coastal flooding is a major risk for GORCC, as the caravan parks are GORCC's primary source of revenue. This concern has also been raised by Barwon Coast and Bellarine Bayside Committees of Managements.



Erosion along Point Roadknight beach, Anglesea.

Water corporations

Water corporations provide water supply and sewerage services to regional customers. Within the Corangamite region, there are three water corporations, Wannon Water, Barwon Water and Central Highlands Water. Barwon Water cover the majority of the Corangamite region, with Wannon Water falling predominantly within the Glenelg Hopkins CMA region and Central Highlands Water covering part of the region around Ballarat. Water corporations use a range of data to make decisions around water storage and supply. Some of this data can also be used for flood management purposes.

Water corporations actions

Priority	Location	LGA	Action	Lead Agency	Partner Agencies	Relevant objective/s
Medium	Corangamite region	NA	Investigate data sharing opportunities between Barwon Water and key agencies to provide better flood warning services. This may include the sharing of: <ul style="list-style-type: none"> rainfall data river level data storage rating table data historical spill information flood modelling completed for river reaches of interest to Barwon Water. 	VICSES and CCMA	Barwon Water, Relevant LGAs	Objective 1
Medium	Corangamite region	NA	Investigate data sharing opportunities between Central Highlands Water and key agencies. This may include the sharing of: <ul style="list-style-type: none"> rainfall data storage rating table data historical spill information flood modelling completed for river reaches of interest to Central Highlands Water. 	Central Highlands Water, VICSES and CCMA		Objective 1
Low/ Medium	Corangamite region	NA	Investigate data sharing opportunities between Wannon Water and key agencies. This may include the sharing of: <ul style="list-style-type: none"> rainfall data river level data flood modelling completed for river reaches of interest to Wannon Water. 	Wannon Water, VICSES and CCMA	LGAs	Objective 1
Medium	Corangamite region		Work with water corporations to make GIS data for flood prone areas available to allow consideration in planning and assess changes in risk to existing assets.	CCMA	Water corporations	Objectives 1, 2, 3

Whole of region actions

Priority	LOCATION	LGA	ACTION
Medium	Whole region	All	Investigate options to improve flood intelligence gathering following major floods, this could include: <ul style="list-style-type: none"> • use of drones • use of portable automated loggers • how to acquire flood information from social media during and post flood events/major rainfall • procedures for improving intelligence gathering following coastal flooding (storm surges).
Medium	Whole region	All	Update the Corangamite CMA flood portal to include more information. For example: <ul style="list-style-type: none"> • additional flood extent data (e.g. 10%, 20% AEP flood information) • rainfall data • flood study reports.
Low	Whole region	All	Investigate how to improve Corangamite CMA flood photography database.
Medium	Whole region	All	When assisting LGAs to write project briefs for new flood studies, include requirements to: <ul style="list-style-type: none"> • develop animations of flood behaviour the VICSES can use in the development of community flood awareness videos • develop a spreadsheet relating surveyed floor level to flood level for each design event (This information can be used to develop property specific flood warning charts) • incorporate all flood study information into MFEPs.
Medium	Whole region	All	Develop a State Community Observers Network Website enabling the community to provide local knowledge during a flood. Using smartphones to collect flood data via an app, photos can be instantly uploaded to the web page, viewed and shared between agencies and the community.
Medium	Whole region	All	Continue to collect information and document case studies on storm surges, and other extreme climatic events as they occur.
High	Whole region	All	Install community education signs and gauge boards at high priority locations within the region to raise community flood risk awareness and to provide links to websites with more detailed flood risk information.
High	Whole region	All	Investigate options to improve community access to website flood risk information to allow people to better plan, prepare and respond to flooding.
H	Whole region	All	Update MFEPs to incorporate the latest flood study intelligence and school bus runs affected by flooding.
Medium	Whole region	All	Undertake a baseline mapping exercise to establish the ecological values and associated threats to floodplains in the region to inform decision making for planning purposes.
Medium	Whole region	All	Investigate the loss of vulnerable coastal floodplains as a result of sea level rise and plan appropriate management responses.
Medium	Whole region	All	Investigate reinstating natural hydrological regimes (where relevant) on floodplains once threats and values have been determined.
Medium	Whole region	All	Improve knowledge of storm surges around estuarine systems to inform understanding of such systems and therefore any development proposals on estuarine floodplains.
Medium	Whole region	All	Investigate methods to apply for funding for cultural heritage asset mapping following major flood events
Medium	Whole region	All	Investigate methods of including Aboriginal cultural values in flood response planning processes, which may include but is not limited to risks to cultural assets after flood events and notification of flood events to relevant Traditional Owner corporations (e.g. Municipal Flood Emergency Plans could include information regarding these risks, including notifying the relevant RAP).
Medium	Whole region	All	Investigate holding two-way cultural exchange workshops with Traditional Owners and floodplain agencies on Aboriginal cultural values of floodplains and CMA floodplain management.
Medium	Whole region	All	Investigate methods of identifying and protecting coastal midden sites where they are being exposed due to coastal flooding and erosion.
Medium	Whole region	All	Investigate how to improve coordination/ alignment between Cultural Heritage Management Plan process and Corangamite CMA referral processes.
Low	Whole region	All	Develop and maintain a property GIS database of all flood prone properties resulting from flood studies.
Low	CoGG	CoGG	Revoke flood levels that have been declared under section 202 of the Water Act on the lower Barwon River.
Medium	Corangamite region	All	Work together with other stakeholders to identify coastal protection assets that may be affected by coastal inundation in the foreseeable future, and assess future management options.
Medium	Corangamite region	All	Work together with coastal asset owners and managers to identify those coastal assets that may be adversely affected by coastal processes in the foreseeable future and require adaptation planning.
High	Whole region		Corangamite CMA will report to DELWP all cases of non-compliance with council planning controls and investigate opportunities for MAV education through the VFMS implementation committee.

LEAD AGENCY	Partner Agencies	Relevant objective/s (pp32-34)
CCMA	VICSES, DELWP	Objective 1 and 4
CCMA		Objective 1 and 2
CCMA		Objective 1 and 4
CCMA, VICSES	Relevant LGA	Objective 1 and 2
VICSES	CCMA	Objective 1 and 2
CCMA		Objective 1 and 4
VICSES	CCMA, all LGAs	Objective 2
DELWP VICSES	All CMAs	Objective 1 and 2
VICSES	CCMA, all LGAs	Objective 3 and 5
CCMA		Objective 5, 6
CCMA		Objective 1.5 6
CCMA		Objective 6
CCMA		Objective 1, 4 and 6
CCMA and relevant Traditional Owner group	Aboriginal Victoria	Objective 1, 5 and 7
CCMA and relevant Traditional Owner group	Aboriginal Victoria	Objective 3 and 7
CCMA and relevant Traditional Owner group		Objective 1, 6 and 7
CCMA and relevant Traditional Owner group		Objective 3 and 7
CCMA and relevant Traditional Owner group		Objective 4, 6 and 7
CCMA		Objective 1 and 4
CCMA	DELWP	Objective 4
DELWP Barwon South West Region	DELWP Land Management Policy Division and relevant coastal land manager.	Objective 1 and 4
DELWP Barwon South West Region	DELWP Land Management Policy Division and relevant coastal land manager.	Objective 1 and 4
CCMA	DELWP and Councils	Objective 4

Monitoring, Evaluation, Reporting and Improvement Plan

5

5.1 Delivering the strategy

5.1.1 Delivery approach

This Strategy will be delivered in partnership with Local Government Authorities, the Victorian State Emergency Services and the Corangamite CMA, as well as other relevant agencies, and will be developed within an integrated catchment management framework.

Floodplains are dynamic and flooding can occur sporadically so an adaptive management approach is required as priorities may change. Adaptive management requires both regular review and learning from previous experience. This allows responsible agencies to alter management approaches based on knowledge gained during implementation.

This Strategy proposes to:

1. Utilise the existing Senior Steering Committee as an Implementation Committee to meet at least twice a year to review, adapt and amend actions as is necessary.
2. Undertake an annual review of all actions listed in Chapter Four to ensure priorities remain and to identify additional risks/ actions/ priorities that may have arisen.

3. Provide opportunities for the community to participate in the provision of feedback and new information. This information will be crucial to ensuring effective adaptive management and to inform associated monitoring, evaluation and reporting processes.

5.1.2 Investment

The implementation of this Strategy will be influenced by available funding and resources, level of community support and the impacts of extreme events within the region.

Investment proposals to support actions within the Strategy will be developed as investment opportunities arise. Project investment proposals will be prepared in conjunction with delivery partners and the community.

Investment sources

Funding for the implementation of Strategy actions will come from several sources. Some actions may be able to be funded from stakeholder agency recurrent funding. Other actions are able to be co-funded by various state or federal government grant programs, such as the Natural Disaster Resilience Grant Scheme.

Chapter overview

An Implementation Plan will be developed for the Strategy that will outline key roles and responsibilities for monitoring, evaluation, reporting and improvement (MERI). This Chapter provides an overview of the MERI process and information on governance and accountability for the Strategy's implementation.

5.2 Plan for monitoring, evaluation, reporting and improvement

Programs and investments that embed vigorous monitoring, evaluation, reporting the improvement (MERI) are more resilient to change, more often return maximum value on every dollar spent and also allow for more effective demonstration of the program's value. The more embedded the MERI approach and the stronger and more immediate the feedback loops the more value that can be delivered through the ability to adaptively manage the program over its duration.

This Strategy reflects the policies in the Victorian Floodplain Management Strategy (DELWP 2016) to enable the effective and consistent application of floodplain management policy at the regional level. Most importantly, the Strategy forms a future business case for investment by all tiers of government in floodplain management in the Corangamite region.

Chapter 3 outlined the vision and objectives for floodplain management that communities and agencies will be guided towards over the coming ten years. It will take time to achieve these objectives. Responsible agencies will need time and resources to build the capacity necessary for them to fully meet their accountabilities. However, they must be able to demonstrate that they are on a credible path to developing that capacity.

A number of important actions have been outlined in Chapter 4 for improving floodplain management in the region. It is important that the momentum put into the development of this Strategy, including the relationship established and formalised between key stakeholders continues into the implementation phase. To ensure this occurs, a detailed Implementation Plan that includes monitoring, evaluation, reporting and improvement will be developed.

This Implementation Plan will include:

- Detailed program logics for each objective that will outline what the Strategy should achieve, from the level of an overall goal down to specific actions (i.e. outline objectives, outcomes, outputs, actions and foundational activities).
- A detailed work plan for each of the actions listed in Chapter 4, indicating resourcing requirements, budget, cost sharing arrangements and a timeline for each action.

- The key evaluation questions and indicators that will be used to monitor progress and overall achievement against the objectives and vision.
- The assumptions behind the logic of how actions will eventually contribute to objectives, plus associated risks for the project if assumptions turn out to be incorrect.

The following includes a more detailed breakdown of how each stage of monitoring, evaluation, reporting and improvement will be met through the Implementation Plan.

5.2.1 Monitoring

Monitoring includes the ongoing collection of data to track progress towards the delivery of agreed actions. Monitoring can help identify issues, trends and risks so that these can be managed. Monitoring the success of the Strategy will include annual review of progress towards each action.

5.2.2 Evaluation

Key evaluation questions will be developed as part of the Implementation Plan. How the findings of an evaluation will be used and disseminated should be considered at the planning stage of the evaluation.

Evaluation will include the following:

Annual review

- progress towards actions outlined in the regional work programs
- incorporation of new knowledge and information
- changes to actions outlined in the regional work programs

Mid-term evaluation (2022)

- progress towards actions outlined in the Implementation Plan
- new knowledge and information
- key learning so far
- any major changes to the direction of the Strategy (i.e. vision and objectives)
- changes to actions outlined in the regional work programs
- - assessment of progress towards objectives and vision.

Final independent evaluation (2027)

- assessment of progress and/or achievements against the Strategy objectives
- capturing of knowledge (lessons learnt, new data or approaches) gained during implementation of the Strategy from all partners
- review of changes to the Strategy, from mid-term evaluation and review (and the information these changes were based on) including key lessons learned.

5.2.3 Reporting

Communication of evaluation through reporting is important as it helps to:

- disseminate knowledge, experiences and key lessons
- promote transparency and accountability
- improve evaluation quality
- contribute to learning and the development of stronger evidence bases
- reduce duplication of effort

As part of the monitoring and review process for the Strategy, the Corangamite CMA will report to DELWP on progress towards priority outcomes.

5.2.4 Improvement

Improvement results from continuous review, learning and adaptation. In the context of the Strategy, a learning environment needs to be created where all parties are encouraged to reflect critically on progress towards actions. Critical reflection enables those involved in a program to learn from mistakes, to come up with new ideas and to make improvements moving forward.

It is recommended that the Implementation Plan includes, as a priority, regular assessment of progress towards outcomes and objectives to determine what is working and what is not. This approach, combined with effective governance and accountability arrangements will lead to continuous improvement becoming the norm. The program logics that will be developed will be central to driving this critical reflection and the effectiveness of actions and whether the Strategy partners are achieving defined outcomes and objectives.

5.3 Governance and accountability

Governance and accountability of the Implementation Plan and the Strategy is essential for achieving the desired outcomes. Responsibility for implementation of the Strategy is shared by the delivery partners, particularly the LGAs, the Corangamite CMA and VICSES. Accountability for the implementation of specific actions from the Strategy will rest with the agency nominated to lead the delivery of each action.

Corangamite CMA will coordinate the development and application of the Implementation Plan. This will include an assessment of the status of each action and whether the Strategy is delivering on its intended outcomes.

Effective application of the Implementation Plan will also require input from community members, businesses, and local and state government. Effective and useful monitoring and evaluation will depend on the considered and timely provision of information and data from each of these stakeholders.

Appendices

Appendix 1 – Major past floods

Table A1 summarises major past floods within the Corangamite CMA region. The frequency of any flood has been described in terms of the Average Recurrence Interval (ARI) during intervening years as well as the annual exceedance probability (AEP). These measures are essentially the same way of displaying the same information regarding the size of the flood. For example, a 60 ARI flood has a recurrence interval of 60 years, which is equivalent to a 1.7% AEP flood event, i.e. a flood that has a 1.7% chance of occurring in any given year.

Table A1. Past floods in the Corangamite CMA region.

	River/Stream	Towns Affected	AEP (%) and ARI (yrs)	Comments
May 1852	Barwon River	Geelong Barwon Heads	Unknown	Second largest flood recorded on the Barwon River. River level reached 4.91 m at MacIntyre Bridge, Geelong.
Sept 1880	Barwon River	Geelong	Unknown	Third largest flood recorded on the Barwon River. River level reached 5.59 m at MacIntyre Bridge, Geelong.
1909	Yarrowee River	Ballarat		
1933	Yarrowee River	Ballarat		
Aug 1951	Barwon River Lake Corangamite and Lough Calvert	Geelong	2.9% AEP (35yr ARI)	Fourth largest flood recorded on the Barwon River. River level reached 5.17 m at MacIntyre Bridge, Geelong. Continuous rainfall in the 1950s, Lake Corangamite peaked in 1960.
June 1952	Moorabool River Barwon River	Batesford Winchelsea Inverleigh Geelong	Unknown 1% AEP (100yr ARI) Unknown 1.5% AEP (65yr ARI)	Largest flood recorded on the Barwon River. River level reached 5.47 m at MacIntyre Bridge, Geelong.
Feb 1973	Hovells Creek Leigh River Barwon River	Lara Shelford Inverleigh Geelong	Unknown 0.7% AEP (150yr ARI) 0.8% AEP (120yr ARI) 6.7% AEP (15yr ARI)	Second largest known flood at Lara. Largest known flood on the lower Leigh River. River level reached 4.26 m at MacIntyre Bridge, Geelong.
Oct 1976	Barwon River	Winchelsea Inverleigh Geelong	Unknown 6.7% AEP (15yr ARI)	River level reached 3.80 m at MacIntyre Bridge, Geelong.

Nov 1978	Leigh River	Inverleigh	1.7% AEP (60yr ARI)	Properties in town and Hamilton Hwy flooded in town
	Hovells Creek	Lara	Unknown	
	Barwon River	Geelong	7.1% AEP (14yr ARI)	River level reached 4.48 m at MacIntyre Bridge, Geelong.
Oct 1983	Hovells Creek	Lara	unknown	
Dec 1988	Hovells Creek	Lara	1% AEP (100yr ARI)	Largest known flood. Overtopped levees, 60 homes flooded.
Dec 1991	Gnarr Creek and Yarrowee River	Ballarat	Unknown	Serious flash flood affecting CBD.
Nov 1995	Moorabool River	Batesford	1.25% AEP (80yr ARI)	\$30 million total damage cost, fifth highest recorded flood in the region.
	Leigh River	Inverleigh	5% AEP (20yr ARI)	Widespread damage in South Geelong and Belmont.
	Barwon River	Geelong	2.7% AEP (37yr ARI)	River level reached 5.23 m at MacIntyre Bridge, Geelong.
Aug 2010	Curdies	Curdies River	1.7% to 1.25% AEP (60yr to 80yr ARI)	A large flood that caused damage to road crossings, private crossings and fencing along the Curdies and Gellibrand rivers. No towns affected.
	Gellibrand	Gellibrand River	1.25% to 1% AEP (80yr to 100yr ARI)	
Jan 2011	Woody Yaloak	Rural land above Cressy	1% AEP (100yr ARI)	Widespread rainfall over northern tributaries of the Barwon River averaged 50 to 70 mm on 14/1/2011. At Shelford 3 homes flooded, another 3 threatened.
	Leigh	Shelford	2% AEP (50yr ARI)	
	Leigh	Inverleigh	4.5% AEP (22yr ARI)	River level reached 3.68 m at MacIntyre Bridge, Geelong.
	Lower Barwon	Geelong	14.3% AEP (7yr ARI)	
Jan 2016	Urban drainage	Geelong West, Hamilton Heights, Highton, Newtown and CBD	2% to 1% AEP (50yr to 100yr ARI for 30 minute storm duration)	A severe localised thunderstorm affected more than 200 properties with 35 being assessed as inhabitable. Estimated damage cost of more than \$1 million.
Sept 2016	Leigh	Shelford	12.5% AEP (8yr ARI)	Widespread rainfall over the Barwon River averaging 40–70 mm, highest in Otways and Ballarat.
	Moorabool	Inverleigh	100% AEP (1yr ARI)	
	Barwon River	Batesford		River level reached 3.29 m at MacIntyre Bridge, Geelong.
	Birregurra Tributaries	Geelong	33.3% AEP (3yr ARI)	
	Barongarook Ck	Birregurra	Unknown	
	Great Ocean Rd	Colac	Unknown	
Sept 2017	Gellibrand River	Wye River	Unknown	Land slips along the Great Ocean Road.
			unknown	Damage to Wannon Water access tracks and to Wannon Water's North Otway weir pool.

Appendix 2 – Examples of flooding in the region

There has been a long history of natural flooding processes prior to European settlement in the Corangamite region. The significance of floodplains to Aboriginal people is discussed in section 1.5. Since European settlement there have been a number of changes to the natural form and function of floodplains that have altered the way in which water flows across the landscape. Changing agricultural practices, settlement and growth of towns and cities along the banks of the waterways have resulted in the most significant changes.

Documenting information about floods as they occur – such as how far water may extend, where water may flow and how high it reaches – improves the understanding of floodplain dynamics within a catchment and informs where the focus should be in addressing future risks.

The following describes two large riverine floods and a coastal storm surge.

November 1995 Barwon River and Moorabool River flood

In November 1995, between 90 and 180 mm of rain was recorded over four days, with the greatest rainfall occurring over the middle and northern tributaries of the Barwon Catchment. This resulted in flooding. The Barwon River peaked in the early hours of 8 November 1995 in Geelong at 5.23 metres at MacIntyre Bridge. There was widespread damage to private property in South Geelong and Belmont, estimated at \$31 million (equivalent to \$53 million in 2017).

This was the fifth largest flood recorded on the Barwon River in Geelong and is estimated to have had an annual exceeded probability of 2.7 per cent (an average annual recurrence interval of 37 years).



The Barwon River flooding, from Belmont Common, November 1995.

Many areas through Geelong and the surrounding landscape were cut off by floodwaters of significant depth.

The levee bank at Barwon Heads was tested for the first time since its construction 40 years earlier and mitigated serious flooding within the town. At Barwon Heads, the Barwon River peaked 24 hours after the peak MacIntyre Bridge.

The Moorabool River at Batesford flooded 10 properties, including the hotel. The flood for the Moorabool River at Batesford was considered a 1.25% AEP, (average annual recurrence interval of 80 years).

January 2011 flood

After widespread rainfall falling on the northern tributaries of the Barwon River catchment during Friday 14 January 2011, averaging 50 to 70 mm, the Barwon River flooded to 3.78 metres at Geelong on 16 January. The previous days had been wet with significant rainfall of 20 to 40 millimetres on Tuesday and Wednesday creating a wet catchment.

The resulting impact of the flood is shown in Table 2. Aerial photographs were taken from a VICSES helicopter for the Leigh, Moorabool and Barwon Rivers.

Table A2. Impact of January 2011 floods in the region.

River	Location	Impact
Leigh River	Above Shelford	Not known
	Shelford	3 homes flooded over floor, 3 further homes threatened, 1 defended by sandbags. 6 people self-evacuated. Bannonsburn-Shelford Road closed. Inverleigh-Shelford Road closed due to flooding.
	Inverleigh	1 home flooded over floor, 2 others threatened. Water entered backyards along northern edge of town. Hamilton Hwy closed west of Inverleigh Saturday morning.
Moorabool River	Above Batesford	Not known
	Batesford	Flooding below Minor Level. Low lying rural land flooded close to River Street. Level reached slightly less than Feb 2005 flood.
Barwon River	Above Inverleigh	Minor low lying rural lands inundated along river.
	Geelong	Golf course at Queens Park Majority of walking paths along both sides of river inundated. Riverdale Road Newtown closed along Balyang Golf course Barrabool Road closed under Sewer Bridge 5 rowing sheds flooded over ground floors Inner track flooded at Landy Field Flooding along Steel and Woods Street up to Barwon Terrace. Parts of Gravel Pits Road closed. Breakwater Road closed. Ovals flooded off Breakwater Road and Barwon Heads Road. Belmont Common flooded (Golf Course) Half of Barwon Heads Rd along Belmont Kmart Centre and new criterion bicycle track flooded.
	Below Geelong	Parts of rural land along river inundated. Water ponded within Sparrowvale Levees from local runoff. No flooding problems at Lake Connewarre/Barwon Heads.



Barwon River and Breakwater Road area, Geelong, January 2011.



Flooding of the Gellibrand River estuary at Princetown during the May 2015 coastal storm surge showing inundation of the Great Ocean Road.



Flooding of the Gellibrand River estuary at Princetown during the May 2015 coastal storm surge.

Gellibrand River coastal storm surge flood, 2015

During May 2015, the south-west coast of Victoria was hit with an extended period of large swells and high tides. This period of large swells and high tides led to a number of storm surges across the estuaries in both the Corangamite and Glenelg Hopkins regions, resulting in localised flooding of adjacent lands. The Gellibrand River estuary was one of the estuaries that received the full brunt of the storm surge. The estuary water level reached a maximum height of 2.026 m AHD on 15 May when the estuary was open, a result of coastal waters entering the estuary.

The estuary was monitored by EstuaryWatch volunteers. They recorded a natural opening of the estuary on 14 May with an estuary water level of 1.98 m AHD. Although recording the estuary mouth status as 'open' the estuary water level continued to rise to its peak on 15 May 2015.

The entire water column recorded the conductivity of seawater at certain times between 5 and 16 May. The presence of seawater confirms this event as a coastal storm surge rather than a riverine flood event. It is also worth noting that this storm surge took place with no riverine flooding at the time (i.e. minimal input from the upstream riverine catchment).

EstuaryWatch volunteers also recorded flooding on all roads in the area including temporary traffic lights on the Great Ocean Road. The boardwalk was underwater and the camping ground recorded a large amount of localised flooding.

The most significant impact was flooding of the Great Ocean Road and the partial closure of the road, which restricted the movement of tourists and locals through this area.

Appendix 3 – Roles and responsibilities for floodplain management

(adapted from Victorian Floodplain Management Strategy (VFMS), (DELWP 2016))

	Stormwater and Urban flooding (including local overland flooding)	Coastal flooding (storm surge and sea level rise)	Riverine flooding
LGAs	<p>LGAs are accountable for ensuring that their Planning Schemes correctly identify the areas at risk of a 1% Annual Exceedance Probability flood, and contain the appropriate objectives and strategies to guide decisions in exercising land use controls in regard to flooding</p> <p>LGAs are accountable for managing stormwater flood risk (including local overland flooding).</p> <p>LGAs are accountable for applying the planning requirements of Clause 56 of the Victoria Planning Provisions' Practice Note 39 to ensure that new developments do not have significant third party impacts as a result of increased runoff from impervious surfaces.</p>	<p>LGAs are accountable for ensuring that their Planning Schemes correctly identify the areas at risk of coastal flooding, and contain the appropriate objectives and strategies to guide decisions in exercising land use controls relating to flooding</p>	<p>LGAs are accountable for ensuring that their Planning Schemes correctly identify the areas at risk of a 1% Annual Exceedance Probability flood, and contain the appropriate objectives and strategies to guide decisions in exercising land use controls in regard to flooding</p>
CMAs	<p>CMAs, in developing Regional Floodplain Management Strategies, will work with LGAs to identify areas with a history of stormwater and urban flooding in regional centres</p>	<p>CMAs are accountable for supporting the flood risk components of coastal hazard assessments</p> <p>The CMAs are accountable for collecting data following coastal flooding and storm surges</p>	<p>CMAs, as the floodplain management authority provide advice on riverine flooding to LGAs and the public.</p> <p>CMAs are accountable for identifying and prioritising post-flood data needs, in collaboration with DELWP.</p>

VICSES	VICSES is accountable for planning for floods, and for managing flood response if they do occur. VICSES is accountable for providing DELWP with its requirements and specifications for flood mapping for emergency planning, emergency response and community education.	VICSES is accountable for planning for floods, and for managing flood response if they do occur. VICSES is accountable for emergency planning and response in the event of storm surges and coastal flooding. VICSES is accountable for providing DELWP with its requirements and specifications for flood mapping for emergency planning, emergency response and community education.	VICSES is accountable for planning for floods, and for managing flood response if they do occur. VICSES is accountable for providing DELWP with its requirements and specifications for flood mapping for emergency planning, emergency response and community education.
DELWP	DELWP is accountable for development of policy, regulation, best practice documentation; establishment of the Integrated Water Management Approach.	DELWP is accountable for developing the criteria and process for identifying priorities for undertaking coastal hazard assessments DELWP is accountable for oversight of the development of coastal hazard assessments for the priority areas identified through Regional Coastal Plans. DELWP is accountable for including coastal flooding in Victoria's Total Flood Warning System.	DELWP is accountable for developing mapping standards to meet the needs of a range of uses, including land use planning, insurance and emergency response
References	VFMS Accountability 14a (p.46), Accountability 14b (p.48) and Action 14b (p.46). Clause 56.07-4 of the Victorian Planning Provisions Practice Note 39 – Using the integrated water management provisions of Clause 56 – Residential subdivision VFMS Glossary p. 103 to 106	VFMS Accountability 15a (p. 50), Action 15a (p.50), Policy 15b (p. 51), Accountability 15b (p.51) and Accountability 15c (p.51). Section 13 of the Victorian Planning Provisions. VFMS Glossary p. 103 to 106	<i>Planning and Environment Act 1987.</i> <i>Water Act 1989</i> (Section 202-Floodplain Management Functions). VFMS Policy 13c (p.42), Accountability 13a (p.43) and Action 13b (p.43). Policy 13d (p.43), Policy 13e (p. 44), Action 13d (p. 44), Policy 13f and 13g (p45). VFMS Glossary p. 103 to 106

Appendix 4 – Review of the 2002 flood strategy

In 2002, the Corangamite CMA prepared a Regional Floodplain Management Strategy. The strategy's intent was to provide a planning framework for floodplain management under five key programs. These programs were:

- asset management
- local flood studies and management plans
- flood warning and flood preparedness
- statutory land use planning
- development and research.

The 2002 Strategy outlined priority actions under each of these five programs, as well as a responsible agency/agencies for the action, a performance target, funding share arrangements and indicative costs.

A review of the 2002 Strategy was undertaken in 2013 as part of an interim update prior to the development of this Strategy.

In early 2016, all the actions from 2002 to 2015 were then collated and reviewed as one document. Overall, from 2002 to 2015, 59% of the proposed actions were completed with another 10% in progress.

The highest priority actions relate to the introduction of flood overlays in the City of Ballarat planning scheme. There was agreement in principle in 2002 for the overlays to be introduced with the City, but progress has been slow.

In 2013, the Victorian SES began a program to write local flood guides with help from the CMA and LGAs and nine have been completed to date (see section 2.2.4, Table 7).

Overall, the region is better prepared for flooding as a result of the 2002 strategy, however there is work to be done on empowering communities to manage risks and work more collaboratively with key stakeholders to clearly define roles and responsibilities for floodplain management.

Appendix 5 – The rapid appraisal of flood risk

The assessment of flood risk is an important input into the prioritisation of floodplain management actions included in this Strategy. These actions include the delivery and operation of total flood warning services, the use of statutory land use planning provisions and the construction and management of flood mitigation infrastructure.

Developing an evidence-base for risk management decisions and fostering consistent baseline information on risk will enable risks to be managed equitably across regions, and priorities for investment to be determined.

The rapid appraisal of flood risk methodology has been developed to provide a regional snapshot and a starting point for discussions around flood risks within the region. It produces a relative measure of risk between discrete areas or 'management units' to quantify and compare the relative flood risk.

This assessment was undertaken across the Corangamite region in August 2016. The region was divided into 189 'management units' (113 urban and 76 rural) based on features including catchments, towns and localities. Flood risk was assessed for riverine, stormwater and coastal flooding.

Three risk assessments for coastal flooding were undertaken:

- current coastal flooding,
- coastal flooding with 0.2 metres sea level rise, and
- coastal flooding with 0.8 metres sea level rise.

Flood damages within each management unit were assessed using three risk metrics:

1. Absolute damage – Average Annual Damages (AAD). This risk metric measures the absolute size of the flood risk.
2. Town resilience – the average annual population affected (AAPA) divided by the town population. This risk metric measures the proportion of the town that is flooded.
3. Damage density – flood risk calculated as average annual damage (AAD) divided by the flood extent for the 1% annual exceedance probability (AEP) event. This risk metric measures the density of damage.

This assessment considered factors including any mapped 1% AEP flood extents and 10% flood extents, existing and future 1% AEP coastal inundation, planning zones, residential, commercial and industrial damage and agricultural damage based on area of land inundated and the losses by land use type.

The rapid appraisal of flood risk methodology is not designed to be an absolute assessment of flood risk to justify flood risk mitigation expenditure at the local level. It is a regional snapshot, and a starting point for discussions around flood risks within the region.

While the methodology is useful, there were a number of significant limitations. For example, the nature of the rapid appraisal means that it is unable to consider factors such as critical infrastructure, vulnerable populations, flood risk where flood hazard data is absent, areas of high risk to life (e.g. floodways), areas intended for future development, community values and tolerance to flood risk and existing mitigation.

In addition, areas where there is no information about flooding will return a zero risk rating, which artificially skews the ranking of management units (ranking those with flood data higher than a unit with no flood data with a potential equivalent flood risk). A large number of management units in the Corangamite region do not have any flood data, therefore information about their flood risk was absent and needed to be incorporated during the second phase of the regional flood risk assessment.

Appendix 6 – Regional Floodplain Management Strategy Community Survey 2016

Who responded

Sixty-five people from the region responded. This sample size cannot be considered representative of the community.

City of Ballarat	22	Surf Coast Shire	3
Colac Otway Shire	17	Golden Plains Shire	3
Corangamite Shire	10	Borough of Queenscliffe	1
City of Greater Geelong	12	Moorabool Shire	0
Moyne Shire	0	Not from this region	1

What they said

- 46% of respondents live in a flood-prone area, and the predominant form of flooding experienced by respondents is stormwater flooding (41%) followed by riverine (21%) and then coastal flooding (4%). Concerns around flooding centred on issues with road closures and access, and drainage impacts and lack of stormwater capability.
- 50% are never affected by floods or affected less than once every 10 years; 12% are impacted more than once a year.
- Only 30% believe they are prepared for floods, and flood preparations involve having sandbags pre-prepared, various monitoring approaches, and a small number of respondents had formally prepared plans.
- 46% felt a flood warning system would be of benefit – particularly to allow increased time for preparation. A couple of respondents referred to a system linked to the fire emergency response system being of benefit.
- 26% felt that planning for flooding was adequate in their area, 38% were unsure, and 36% felt that planning was inadequate. Concerns were raised about the lack of credible data, planning schemes and zoning being inadequate or not representative of the flood risk, and of poor flood notification/warning systems.
- 49% believe flood mitigation works would assist their community, 43% were unsure. Suggested mitigation works included access to data and flood preparation planning support, improvements to drainage and run-off infrastructure, and clearing of waterways.

Appendix 7 – Regional Floodplain Management Strategy Community Survey 2017

Who responded

Twenty-five people responded. This sample size cannot be considered representative of the community.

City of Ballarat	4	Surf Coast Shire	1
Colac Otway Shire	3	Golden Plains Shire	5
Corangamite Shire	4	Borough of Queenscliffe	0
City of Greater Geelong	7	Moorabool Shire	2
Moyne Shire	2	Not from this region	0

Respondents represented a number of community organisations: Estuary Watch (9); Waterwatch (6); Landcare (9); Friends of Group (5) and Other (8).

What they said

- 72% of respondents lived in a flood-prone area, predominantly riverine flooding (65%) followed by stormwater (38%) and then coastal flooding (23%).
- Flooding concerns centred on issues with riverine flooding, in particular damages to property and infrastructure (e.g. roads) and commercial impacts.
- 45% were flooded 'never' or 'less than once every 10 years'; 12% are affected more than once a year.
- 44% believed they were prepared for floods. Flood preparations involved having sandbags pre-prepared, and knowing alternate access options.
- 44% felt a flood warning system would be of benefit – particularly to allow increased time for preparation and decisions on whether to stay or evacuate.
- Only 16% felt that planning for flooding was adequate in their area, 36% were unsure, and 48% felt that planning was inadequate. Concerns were raised about the lack of credible data, planning schemes and zoning being inadequate or not representative of the flood risk, and lack of council/authority understanding of the environmental benefits/importance of allowing floodplains to be inundated.
- 45% believed flood mitigation works would assist their community, 33% were unsure. Suggested mitigation works included reducing/removing development and infrastructure from floodplains, education and communications, and more research.
- 70% supported the concept of a flood-based citizen science program to record community observations of flooding.

Appendix 8 – Regional Floodplain Management Strategy ICES Volunteer Survey 2017

Who responded

Forty VICSES volunteers from across the region responded the survey.

Bellarine	7	Hamilton*	1
Camperdown	1	Lismore	2
Cobden	1	Lorne	1
Colac	6	South Barwon	1
Corio	10	South West Office Support	1
Geelong	5	Terang*	2
		Warrnambool *	1

* Outside Corangamite CMA region

What they said

Q1. What are the most significant flood risks in your area and where? (Consider stormwater, riverine and coastal)

The most significant flood risk identified was stormwater, particularly around Geelong, followed by riverine flooding. Only two respondents mentioned risks associated with coastal flooding and storm surges. Concerns were raised around insufficient stormwater drainage systems and roads becoming blocked because of poor drainage systems, limiting major travel routes around Geelong.

One respondent noted: "There is so much focus of riverine flooding in the media that people in urban areas have no idea of the risk of flash flooding from stormwater."

Q2. Prioritise what measures do you think would improve floodplain management in your area, from most to least important.

Most respondents thought all measures (education and awareness, flood mitigation infrastructure, planning overlays and more flood data) were important to improving floodplain management. The results do, however, suggest that volunteers thought that more flood mitigation infrastructure was most important.

Q3. Do you think your communities are prepared for floods?

Sixty-four per cent of respondents felt that their communities were not prepared for floods; 24% neither agreed nor disagreed; 11% thought their communities were prepared for floods.

Q3a. If not, what is required?

Respondents highlighted a need for community education programs to make people aware of their flood risks and what to do in a flood. It was particularly highlighted that there needs to be better education around flash flooding/stormwater risks and how to respond in such an event.

One respondent noted: "Targeted info for residents/businesses in flood-prone areas; more info/alerts of flood dangers together with severe weather warnings."

Concerns were also raised about complacency and that in some places it has been a long time since the last major flood (e.g. on the Barwon River Geelong).

Q4. Additional comments

Comments were made about the need to be better prepared for stormwater flood risks, for example: "All of the flood info I have seen from SES and CMA have dealt extensively with riverine flooding and while we still have that risk we have a much higher incidence of stormwater and overland flooding yet there is very little info and resources we can give."

Glossary

Annual Exceedance Probability (AEP)

The likelihood of the occurrence of a flood of a given or larger size occurring in any one year, usually expressed as a percentage. For example, if a peak flood flow of 500 m³/s has an AEP of 5%, it means that there is a 5% (one-in-20) chance of a flow of 500 m³/s or larger occurring in any one year (see also average recurrence interval, flood risk, likelihood of occurrence, probability).

Average annual damage (AAD)

Depending on its size (or severity), each flood will cause a different amount of flood damage to a flood-prone area. AAD is the average damage per year that would occur in a nominated development situation from flooding over a very long period of time. If the damage associated with various annual events is plotted against their probability of occurrence, the AAD is equal to the area under the consequence–probability curve. AAD provides a basis for comparing the economic effectiveness of different management measures (i.e. their ability to reduce the AAD).

Average Recurrence Interval (ARI)

A statistical estimate of the average number of years between floods of a given size or larger than a selected event. For example, floods with a flow as great as or greater than the 20-year ARI (5% AEP) flood will occur, on average, once every 20 years. ARI is another way of expressing the likelihood of occurrence of a flood (see also Annual Exceedance Probability).

Australian Rainfall and Runoff (ARR)

ARR is a national guideline for the estimation of design flood characteristics in Australia published by Engineers Australia. ARR aims to provide reliable (robust) estimates of flood risk to ensure that development does not occur in high risk areas and that infrastructure is appropriately designed. The edition is being revised. The revision process includes 21 research projects, which have been designed to fill knowledge gaps that have arisen since the 1987 edition was published.

Catchment

The area of land draining to a particular site. It is related to a specific location and includes the catchment of the main waterway as well as any tributary streams.

Coastal erosion

Short-term retreat of sandy shorelines as a result of storm effects and climatic variations.

Coastal flooding (inundation)

Flooding of low-lying areas by ocean waters, caused by higher than normal sea level, due to tidal or storm-driven coastal events, including storm surges in lower coastal waterways.

Coastal protection

Measures aimed at protecting the coast against coastline retreat, therefore protecting housing, infrastructure, the coast and the hinterland from erosion often at the expense of losing the beach and the dynamic coastal landscape. Coastal protection can be both 'soft' e.g. revegetation or 'hard' structures e.g. seawalls or groynes.

Coastal hazard assessments

Coastal hazard assessments commonly define the extent of land expected to be threatened by coastal hazards (inundation, coastal erosion, and coastal recession) over specific planning periods. They are typically used for development assessment purposes and to inform land-use planning considerations. In particular such assessments include consideration of future sea level rise scenarios, typically to the year 2100.

Consequence

The outcome of an event or situation affecting objectives, expressed qualitatively or quantitatively. Consequences can be adverse (e.g. death or injury to people, damage to property and disruption of the community) or beneficial.

Design flood event (DFE)

In order to identify the areas that the planning and building systems should protect new development from the risk of flood, it is necessary to decide which level of flood risk should be used. This risk is known as the design flood event.

Flash flooding

Flooding that is sudden and unexpected, often caused by sudden local or nearby heavy rainfall. It is generally not possible to issue detailed flood warnings for flash flooding. However, generalised warnings may be possible. It is often defined as flooding that peaks within six hours of the causative rain.

Flood

A natural phenomenon that occurs when water covers land that is normally dry. It may result from coastal or catchment flooding, or a combination of both (see also catchment flooding and coastal flooding).

Flood awareness

An appreciation of the likely effects of flooding, and a knowledge of the relevant flood warning, response and evacuation procedures. In communities with a high degree of flood awareness, the response to flood warnings is prompt and effective. In communities with a low degree of flood awareness, flood warnings are liable to be ignored or misunderstood, and residents are often confused about what they should do, when to evacuate, what to take with them and where it should be taken.

Flood class levels

The terms minor, moderate and major flooding are used in flood warnings to give a general indication of the types of problems expected with a flood.

Minor flooding: Causes inconvenience. Low-lying areas next to watercourses are inundated. Minor roads may be closed and low-level bridges submerged. In urban areas inundation may affect some backyards and buildings below the floor level as well as bicycle and pedestrian paths. In rural areas removal of stock and equipment may be required.

Moderate flooding: In addition to the above, the area of inundation is more substantial. Main traffic routes may be affected. Some buildings may be affected above the floor level. Evacuation of flood-affected areas may be required. In rural areas removal of stock is required.

Major flooding: In addition to the above, extensive rural areas and/or urban areas are inundated. Many buildings may be affected above the floor level. Properties and towns are likely to be isolated and major rail and traffic routes closed. Evacuation of flood-affected areas may be required. Utility services may be impacted.

Flood damage

The tangible (direct and indirect) and intangible costs (financial, opportunity costs, clean-up) of flooding. Tangible costs are quantified in monetary terms (e.g. damage to goods and possessions, loss of income or services in the flood aftermath). Intangible damages are difficult to quantify in monetary terms and include the increased levels of physical, emotional and psychological health problems suffered by flood-affected people that are attributed to a flooding episode.

Flood education

Education that raises awareness of the flood problem to help individuals understand how to manage themselves and their property in response to flood warnings and in a flood. It invokes a state of flood readiness.

Flood emergency management

Emergency management is a range of measures to manage risks to communities and the environment. In the flood context, it may include measures to prevent, prepare for, respond to and recover from flooding.

Flood hazard

Potential loss of life, injury and economic loss caused by future floods. The degree of hazard varies with the severity of flooding and is affected by flood behaviour (extent, depth, velocity, isolation, rate of rise of floodwaters, duration), topography and emergency management.

Flood peaks

The maximum flow past a given point in the river system (see also flow and hydrograph). The term may also refer to storm-induced flood peaks and peak ocean or peak estuarine conditions.

Flood-prone land

Land susceptible to flooding by the largest probable flood. Flood-prone land is synonymous with the floodplain. Floodplain management plans should encompass all flood-prone land rather than being restricted to areas affected by defined flood events.

Flood risk

The potential risk of flooding to people, their social setting, and their built and natural environment. The degree of risk varies with circumstances across the full range of floods. Flood risk is divided into three types – existing, future and residual. Existing flood risk refers to the risk a community is exposed to as a result of its location on the floodplain. Future flood risk refers to the risk that new development within a community is exposed to as a result of developing on the floodplain. Residual flood risk refers to the risk a community is exposed to after treatment measures have been implemented. For example: a town protected by a levee, the residual flood risk is the consequences of the levee being overtopped by floods larger than the design flood; for an area where flood risk is managed by land-use planning controls, the residual flood risk is the risk associated with the consequences of floods larger than the DFE on the community.

Flood severity

A qualitative indication of the 'size' of a flood and its hazard potential. Severity varies inversely with likelihood of occurrence (i.e. the greater the likelihood of occurrence, the more frequently an event will occur, but the less severe it will be). Reference is often made to major, moderate and minor flooding (see also flood class levels).

Flood study

A comprehensive technical assessment of flood behaviour. It defines the nature of flood hazard across the floodplain by providing information on the extent, depth and velocity of floodwaters, and on the distribution of flood flows. The flood study forms the basis for subsequent management studies and needs to take into account a full range of floods up to and including the largest probable flood. Flood studies should provide new flood mapping for Planning Scheme inclusion, data and mapping for MEMPs, and a preliminary assessment into possible structural and non-structural flood mitigation measures.

Flood warning

A Total Flood Warning System (TFWS) encompasses all the elements necessary to maximise the effectiveness of the response to floods. These are data collection and prediction, interpretation, message construction, communication and response. Effective warning time refers to the time available to a flood-prone community between the communication of an official warning to prepare for imminent flooding and the loss of evacuation routes due to flooding. The effective warning time is typically used for people to move farm equipment, move stock, raise furniture, transport their possessions and self-evacuate.

Floodplain

An area of land that is subject to inundation by floods up to, and including, the largest probable flood.

Floodplain management

The prevention activities of flood management together with related environmental activities (see also floodplain).

Flow

The rate of flow of water measured in volume per unit time, for example, megalitres per day (ML/day) or cubic metres per second (m³/sec). Flow is different from the speed or velocity of flow, which is a measure of how fast the water is moving, for example, metres per second (m/s).

Frequency

The measure of likelihood expressed as the number of occurrences of a specified event in a given time. For example, the frequency of a 20% Annual Exceedance Probability or five-year average recurrence interval flood is once every five years on average (see also Annual Exceedance Probability, Average Recurrence Interval, likelihood and probability).

Hazard

A source of potential harm or a situation with a potential to cause loss.

Hydraulics

The study of water flow in waterways; in particular, the evaluation of flow parameters such as water level, extent and velocity.

Hydrology

The study of the rainfall and runoff process, including the evaluation of peak flows, flow volumes and the derivation of hydrographs for a range of floods.

Intolerable risk

A risk that, following understanding of the likelihood and consequences of flooding, is so high that it requires consideration of implementation of treatments or actions to improve understanding of, avoid, transfer or reduce the risk.

Likelihood

A qualitative description of probability and frequency (see also frequency and probability).

Likelihood of occurrence

The likelihood that a specified event will occur (see also Annual Exceedance Probability and average recurrence interval).

Local overland flooding

Inundation by local runoff on its way to a waterway, rather than overbank flow from a stream, river, estuary, lake or dam. Can be considered synonymous with stormwater flooding.

Mitigation

Permanent or temporary measures (structural and non-structural) taken in advance of a flood aimed at reducing its impacts.

Municipal Flood Emergency Plan

A sub-plan of a flood-prone municipality's Municipal Emergency Management Plan. It is a step-by-step sequence of previously agreed roles, responsibilities, functions, actions and management arrangements for the conduct of a single or series of connected emergency operations. The objective is to ensure a coordinated response by all agencies having responsibilities and functions in emergencies.

Parcel

A parcel is defined as the smallest unit of land able to be transferred within Victoria's cadastral system – usually has one proprietor or owner – is described by its parcel description (either lot/plan or allotment/section/parish). Parcel descriptions are not unique, i.e. two parcels can have the same parcel descriptions.

Planning Scheme zones and overlays

Planning Schemes set out the planning rules – the state and local policies, zones, overlays and provisions about specific land uses that inform planning decisions. Land use zones specify what type of development is allowed in an area (e.g. urban (residential, commercial, industrial), rural, environmental protection). Overlays specify extra conditions for developments that are allowed in a zone. For example, flooding overlays specify that developments must not affect flood flow and storage capacity of a site, must adhere to freeboard requirements, and not compromise site safety and access.

Probability

A statistical measure of the expected chance of flooding. It is the likelihood of a specific outcome, as measured by the ratio of specific outcomes to the total number of possible outcomes. Probability is expressed as a number between zero and unity, zero indicating an impossible outcome and unity an outcome that is certain. Probabilities are commonly expressed in terms of percentage. For example, the probability of 'throwing a six on a single roll of a dice is one in six, or 0.167 or 16.7% (see also Annual Exceedance Probability).

Regional Coastal Boards

Members of Victoria's three coastal boards have been appointed by the Minister for Environment and Climate Change because of their experience and expertise in areas such as local government, coastal planning and management, tourism and recreational use of the coast. The functions of the Western, Central and Gippsland Coastal Boards, set out under the *Coastal Management Act 1995*, include developing regional coastal plans and providing advice to the Minister on regional coastal development issues.

Risk analysis

Risk is usually expressed in terms of a combination of the consequences of an event and the associated likelihood of its occurrence. Flood risk is based upon the consideration of the consequences of the full range of floods on communities and their social settings, and the natural and built environment. Risk analysis in term of flooding is a combination of defining what threat exists (see flood risk) and what steps are taken (see risk management) (see also likelihood and consequence).

Risk management

The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring flood risk.

Riverine flooding

Inundation of normally dry land when water overflows the natural or artificial banks of a stream, river, estuary, lake or dam. Riverine flooding generally excludes watercourses constructed with pipes or artificial channels considered as stormwater channels.

Runoff

The amount of rainfall that drains into the surface drainage network to become stream flow; also known as rainfall excess.

Storm surge

The increases in coastal water levels above the predicted tide level resulting from a range of location dependent factors such as wind and waves, together with any other factors that increase tidal water level.

Stormwater flooding

The inundation by local runoff caused by heavier than usual rainfall. It can be caused by local runoff exceeding the capacity of an urban stormwater drainage systems, flow overland on the way to waterways or by the backwater effects of mainstream flooding causing urban stormwater drainage systems to overflow (see also local overland flooding).

Vulnerability

The degree of susceptibility and resilience of a community, its social setting, and the natural and built environments to flood hazards. Vulnerability is assessed in terms of ability of the community and environment to anticipate, cope and recover from floods. Flood awareness is an important indicator of vulnerability (see also flood awareness).

Waterway Manager

The term waterway manager describes an authority that is responsible for waterway management in a region (there are ten specified catchment management regions in Victoria) in accordance with the *Water Act 1989* and the *Catchment and Land Protection Act 1994*. In the Port Phillip and Westernport region, Melbourne Water is the designated waterway manager. In each of the other nine regions the relevant catchment management authority (CMA) is the designated waterway manager.

Water Management Scheme

The formal process set out in the *Water Act 1989* that can be applied to a flood mitigation infrastructure development and its ongoing management. It can be based on and carried out in parallel with a floodplain management study.

Acronyms

AAD	Average Annual Damage
AEP	Annual Exceedance Probability
ARI	Average Recurrence Interval
ARR	Australian Rainfall and Runoff
BoM	Bureau of Meteorology
BoQ	Borough of Queenscliffe
CMA	Catchment Management Authority
COB	City of Ballarat
CoGG	City of Greater Geelong
CoM	Committee of Management
DELWP	Department of Environment, Land, Water and Planning
DFE	Design flood event
FO	Floodway Overlay
GORCC	Great Ocean Road Coastal Committee
LGA	Local Government Authority
LPPF	Local Planning Policy Framework
LSIO	Land Subject to Inundation Overlay
MFEP	Municipal Flood Emergency Plan
SBO	Special Building Overlay
SPPF	State Planning Policy Framework
TFWS	Total Flood Warning System
VCS	Victorian Coastal Strategy
VFD	Victorian Flood Database
VFMS	Victorian Floodplain Management Strategy
VICSES	Victoria State Emergency Service
VPP	Victoria Planning Provisions
WMS	Water Management Scheme

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Corangamite Regional Floodplain Management Strategy

Regional Floodplain Management Strategy

Everyone has a role to play in preparing for floods



Regional flood Strategy – public consultation summary

What we did, what we heard and our response

Summary of what we did

The draft Corangamite Regional Floodplain Management Strategy (the Strategy) was released for a one month period of public consultation during November 2017.

A range of different methods were used to gather feedback on the Strategy. A summary of the method and feedback received is outlined in the table below.

Method	Description	Feedback
Drop in sessions	Three drop in sessions held at Geelong, Colac and Ballarat, hosted by the relevant council, from 4-6pm.	Colac session was attended by 3 people, Ballarat session attended by 6 people of which 3 were agency staff, Geelong session was attended by 8 people, 5 from various agencies.
Online mechanisms (incl. social media)	The Strategy was uploaded to the Corangamite Flood Portal and the public were asked to provide comment through an online survey. Links to the Strategy page were circulated on LGA, CMA and VICSES websites and also promoted through social media channels.	305 page views 47 Council brochure downloads, 13 CoGG, 9 Corangamite Shire, 8 City of Ballarat, 8 GP Shire, 6 Colac Otway Shire, 3 Surf Coast Shire Two online survey responses were received, both from Colac Otway Shire's region and one email comment was made
Phone	A CCMA phone number was advertised for anyone wanting to provide feedback via a personal conversation	2 phone calls received.

Summary for what we heard

The majority of feedback orientated around growth and development in urban areas and subsequent impacts to flood risks, including road access during flood events and increases in stormwater runoff.

Other issues raised include:

- Flood modelling methodology needs to be fit for purpose and tailored to the landscape of interest
- Improvements required to flood warning systems in rural areas (e.g. Moorabool River)
- Maintenance of drains and infrastructure to alleviate urban flood risks

Summary of our response

Regarding concerns around growth and development in urban areas and subsequent impacts to flood risks, the strategy does speak to this issue. *Section 2.7 – Urban development in the region*

outlines several major growth areas in the region. This section could however be strengthened to include additional information that more clearly outlines the pressures of new development on floodplain values and the difficulties in managing these large scale growth plans.

There was also specific concern regarding the Colac 2050 growth plan and how this would occur given the significant floodplains in Colac. Colac Otway Shire's list of actions includes an action to ensure that the 2050 growth plan considers flood risk.

Regarding risks associated with flooding over roads, the councils, VicRoads and VicSES are aware of this issue and there are six actions listed in the Strategy to address this issue.

On the subject of stormwater flood risks it is acknowledged that stormwater management is a local scale issue and outside the scope of the Strategy. The local government authorities are the responsible authority for stormwater management and therefore stormwater flooding is best dealt with through local mechanisms.

Similar concerns were raised about maintenance of drains and infrastructure to alleviate flooding in urban areas. It is noted that this is a council responsibility and this concern has been passed on the concerns to the relevant councils.

A query was also made about the methodology used for flood studies needing to be fit for purpose for a specific landscape. This does occur as part of undertaking a flood study however is not described in the flood strategy. The document could be strengthen with some additional wording about how flood studies are undertaken.

Several community members also expressed interest in being better prepared for flooding associated with agricultural land on the Moorabool River. As the community has identified this as a concern an additional action is suggested as an addition to the Strategy.

Recommendations:

1. Amend section 2.7 to include additional text outlining the pressures of new development on floodplain values and the difficulties in managing these large scale growth plans.
2. Given the large community interest in growth and development concerns, it is suggested that actions associated with this are given priority as part of the Implementation Plan.
3. Add additional wording to the Strategy about what is involved with undertaking a flood study. Currently this is not described in the strategy (except for section 1.6 which describes how climate change is currently considered in flood studies).
4. Add the action: *Investigate opportunities for improving education and understanding of the flood warning system for communities on the Moorabool River*. This action would be led by the VicSES with support from the local council and the Corangamite CMA.

ORDINARY COUNCIL MEETING

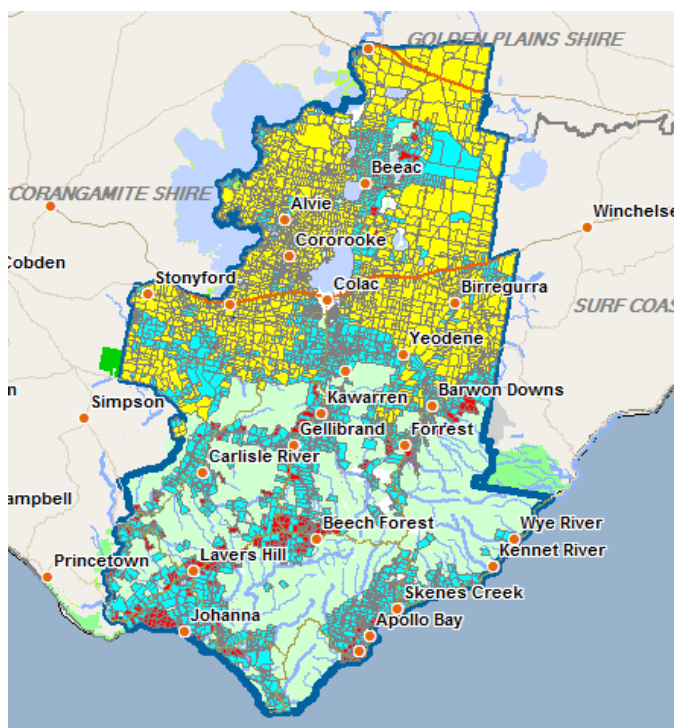
COUNCIL'S GRANTS PROGRAM REVIEW

AND GUIDELINES

OM182802-7

LOCATION / ADDRESS	Shire wide	GENERAL MANAGER	Gareth Smith
OFFICER	Michael Swanson	DEPARTMENT	Development & Community Services
TRIM FILE	F17/6554	CONFIDENTIAL	No
ATTACHMENTS	<ol style="list-style-type: none"> 1. Survey data - Council Grant Program - Survey Monkey - 10112017 2. Proposed New Grant Program Structure - Council Grant Program Review 3. DRAFT Guidelines 2018-19 - Council Grant Program Review 		
PURPOSE	To seek Council endorsement of the changes recommended to Council's grant programs.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

Council coordinates a number of grant programs and awards which have a total combined annual budget of \$340,000.

At the 2016 June Ordinary Council Meeting, Council resolved to support a review of both the Festival and Events Support Scheme (FESS) and the Small Town Improvement Program (STIP). Officers have completed the review of these grant programs.

The review scope was expanded to also included Council's Community Grants Program and awards to ensure efficiencies and improvements can be realised across all programs.

The review was informed by an online survey with 55 people completing the survey. A number of Council staff were also consulted and provided feedback throughout the review process.

The survey and staff feedback informed key areas of the current grant programs to focus on for the review and identified opportunities to improve.

A number of options were considered for key elements of the grant programs and awards to ensure that a comprehensive review was completed. The findings of the review recommend a new grant program structure and process that will provide greater benefit to the community and create a more efficient process for Council and the community.

Draft guidelines have been established based on a recommended new grant program structure and attached for Council's consideration, in addition to the new structure.

3. RECOMMENDATION

That Council endorse;

- 1) The recommendations from the review of Council's grants and awards programs as follows:**
 - a) Continue to annually invite applications in March and close in April.**
 - b) Develop one set of guidelines that covers all funding programs and awards.**
 - c) Increase the number of eligible grant themes available to apply under a revised grant program structure including business shop façade improvements, arts, culture, youth, environment and volunteer support related projects and programs.**
 - d) Increase the maximum limit of funding for the Community Events & Support Program (incorporating the previous Festival and Events Support Scheme program) one-off or start-up events per application from \$1,000 to \$2,000.**
 - e) Increase the maximum limit of funding for COPACC Assistance grants under the Community Events & Support Program per application from \$4,000 to \$5,000.**
 - f) Increase the maximum limit of funding for the Community Grants Program (incorporating the previous Recreation Facilities and Community Projects) per application from \$5,000 to \$10,000.**
 - g) Integrate the Small Town Improvement Program into a larger Community Grants Program and the new guidelines recognise the need for a minimum of \$80,000 of funding to be available for small townships in the proposed Community Grants Program.**

- h) Develop criteria for all grants to ensure they are consistent, where appropriate, with a standard set of criteria and greater clarity is provided to the community.*
 - i) To subscribe to an online grant system to assist future administration of the grant program.*
 - j) Continue the Technical Assessment Panel (TAP) approach to assess all applications and make recommendation to Council for grant funding. The TAP to consist of staff from relevant departments.*
 - k) A consistent approach is implemented for funding agreements utilising the same template and conditions including timing of payments.*
 - l) All council grant programs are centrally coordinated.*
 - m) A consistent approach to the implementation and management of funded grants with Council ceasing to project manage implementation of particular grants.*
 - n) Completion and submission of project acquittals is compulsory and non completion will result in individuals or group not being eligible to apply for future Council grants until the acquittal is appropriate completed.*
 - o) Cease school student award programs, being the Young Ambassador Award and the Student Achievement Awards, and encourage participation in the Young Citizen of the Year through the Australia Day Awards.*
 - p) Council ceases direct coordination of the Garden Awards and work with interested community groups to renew and coordinate the awards from 2018. Council will provide funding of \$2,500 to an approved group to support the awards within an agreed structure.*
 - q) Council note there has been a separate review undertaken of the Australia Day Awards and Event.*
- 2) The attached guidelines for the proposed Colac Otway Shire Grants Program which reflects the changes outlined in Recommendation above.**

4. BACKGROUND / KEY INFORMATION

BACKGROUND

Council has a number of competitive grant programs that allow a wide range of groups and individuals to apply for funding towards projects which help benefit the community. These grant programs have been contributing to projects and initiatives across the shire for over ten years providing a valuable community and economic benefit. By providing these programs Council also assists in building the capacity of local groups and clubs that rely heavily on volunteer involvement.

At the 2016 June Ordinary Council Meeting, Council resolved to support a review of both the Festival and Events Support Scheme and the Small Town Improvement Programs.

The review scope of these two programs was expanded to also included Council's Community Grants Program and awards to ensure efficiencies and improvements can be realised across all programs.

Council currently contributes \$340,000 towards successful applications and awards each year through a number of different programs. The current programs through Council, along with funding amounts for these programs, are:

- Small Town Improvement Program (\$100,000)
- Festival and Events Support Scheme (\$75,000)
 - Seed funding
 - One-off events
 - Sponsorship
- Community Funding Program (\$145,000) including:
 - Small Equipment and Training
 - Recreation Facilities
 - COPACC Hire Assistance
 - Community Projects
- Garden Awards (\$5,000)
- Student Awards (\$2,500)
 - Young Ambassador Awards
 - Student Achievement Awards
- Australia Day Awards and Ceremony (\$12,500)

KEY INFORMATION

The review was informed by an online survey with 55 people completing the survey. 93% of those that completed the survey were successful in receiving funding from Council at some point.

A number of Council staff were also consulted and provided feedback throughout the review process. Staff input also considered the various community feedback relating to Council's grant and awards programs that is received over multiple years.

The survey, previous grant participant and staff feedback identified key areas of the current grant programs to focus on for the review and the areas to improve. A copy of the survey results have been provided in attachment 1 in this report.

Review recommendations

The following details the review recommendations against each key program element. Each recommendation is followed by supporting comments.

Timing of the grant program

Recommendation

a) Continue to annually invite applications in March and close in April.

- The current timing supports the assessment process to be completed and Council resolutions in June providing the community a full year to complete projects.
- 79% of survey respondents support the current timing.

Guidelines

b) Develop one set of guidelines that covers all funding programs and awards.

- Combining guidelines into one is efficient and provides all grant and award details in one location for the community to consider.
- Some survey respondents indicated the guidelines are an area Council can improve. However, the majority rated the guidelines as 'good' to 'excellent'.

c) Increase the number of eligible grant themes available to apply under a revised grant program structure including business shop façade improvements, arts, culture, youth, environment and volunteer support related projects and programs.

- A revised and broader grant program structure and guidelines will support Council's funding to be used across more interest groups within the community and to better achieve Council's four Council Plan themes.
- The survey results indicate support for new programs and themes which better support the community and businesses.

Funding limits

Festival and Events Support Scheme (FESS)

d) Increase the maximum limit of funding for the Community Events & Support Program (incorporating the previous Festival and Events Support Scheme program) one-off or start-up events per application from \$1,000 to \$2,000.

- Feedback through the survey suggests that \$1,000 for a new event is not adequate to support new events.

Community Funding Program

e) Increase the maximum limit of funding for COPACC Assistance grants under the Community Events & Support Program per application from \$4,000 to \$5,000.

f) Increase the maximum limit of funding for the Community Grants Program (incorporating the previous Recreation Facilities and Community Projects) per application from \$5,000 to \$10,000.

- Feedback through the survey supports an increase in the COPACC Assistance grant and Recreation Facilities and Community Projects programs.

Small Town Improvement Program (STIP)

g) Integrate the Small Town Improvement Program into a larger Community Grants Program and the new guidelines recognise the need for a minimum of \$80,000 of funding to be available for small townships in the proposed Community Grants Program.

- Feedback through the survey suggests leaving the funding limit the same. Other comments mentioned that the higher the funding limits the less applications that can be funded through this program.
- The maximum limit would be consistent with the proposed limits for the Recreation Facilities and Community Projects funding and consistent with other Council's considered as part of this review (exception being Melbourne City Council with maximum of \$20,000).

- Integrating STIP into the Community Infrastructure Program will see the reduction of the maximum limit of funding from \$25,000 to \$10,000.
- The change is based on the following enhancements and assumptions:
 - Council will continue to actively work with communities to submit project ideas to Council as part of the annual budget process.
 - Medium to large projects are considered in conjunction with the capital works and major projects budget each year ensure a transparent approach.
 - Community groups manage the project as per the Community Funding Program with Officer support.
 - Introduce a new process to work with the small towns to develop Community Plans (local priorities) to confirm their priorities. A maximum of three plans per year would be completed across the shire and renewed every three to four years.
 - The efficiencies obtained from these review recommendations will allow existing staff to facilitate the community planning process.

Grant Criteria

- h) Develop criteria for all grants to ensure they are consistent, where appropriate, with a standard set of criteria and greater clarity is provided to the community.**
- Throughout the survey there have been comments that the criteria/guidelines could be 'clearer' and 'less wordy' which will be achieved in this recommendation.

Applications

- i) To subscribe to an online grant system to assist future administration of the grant program.**
- Online systems ensure accurate recording and tracking of applications is completed in an efficient and effective way. Assessment of applications would also be undertaken more efficiently and accurately through an online system.
 - Recognised online grant systems commonly used by local government would cost in the order of \$12,500 for an annual licence fee.
 - Council staff would still assist those that do not have access to a computer or internet by providing a hard copy and replicating it in the system or assisting to complete the online form.
 - 77% of those who completed the survey stated that they would support Council implementing an online application system.

Assessment of applications

- j) Continue the Technical Assessment Panel (TAP) approach to assess all applications and make recommendation to Council for grant funding. The TAP to consist of staff from relevant departments.**
- Ceasing the previous Council Advisory Committees for grant programs has proven to be an efficient and effective way to ensure that the assessment and recommendation of projects to Council is completed in a transparent way.

Funding agreements

- k) A consistent approach is implemented for funding agreements utilising the same template and conditions including timing of payments.**
- For grants over \$5,000, 90% of the grant total will be provided and 10% will be retained and paid upon submission of the project completion report.

Management of grant programs

l) All council grant programs are centrally coordinated.

- This would ensure a consistent approach to the grant programs is achieved and would be a more efficient and effective way to manage the proposed new grant program. Staff across departments will still be vital to the application process, as they will be involved in the assessment of the grants that are related to their area of Council.
- The centrally coordinate process will also include oversight of grant applications Council makes for external funding for Council.
- There is likely to be efficiency gains from such a change allow resources to be allocated to other priority activities.

m) A consistent approach to the implementation and management of funded grants with Council ceasing to project manage implementation of particular grants.

- Council will no longer deliver and project manage the projects that are applied for through the new grant program. This will mainly affect the previous STIP process and falls in line with the previous Community Funding Program and FESS. Where a project is proposed to be completed on Council land, Council will become a key stakeholder and work with the group or individual.
- When Council directly manages projects these are arguably not a grant but an approved project which should have been through the annual budget process.

Acquittal

n) Completion and submission of project acquittals is compulsory and non completion will result in individuals or group not being eligible to apply for future Council grants until the acquittal is appropriate completed.

- The strict adherence to this criteria will ensure compliance of all grant funding that has been awarded in any year and ensure that Council funds have been used in the manner of which they were applied for and supported.

Student Awards / Garden Awards / Support

o) Cease school student award programs, being the Young Ambassador Award and the Student Achievement Awards, and encourage participation in the Young Citizen of the Year through the Australia Day Awards.

- There are very low participation rates in these awards and a level of duplication. Having one youth related awards can increase participation and the prestige for recipients.

p) Council ceases direct coordination of the Garden Awards and work with interested community groups to renew and coordinate the awards from 2018. Council will provide funding of \$2,500 to an approved group to support the awards within an agreed structure.

- Such awards can be well coordinated by groups that have a direct interest in gardens, landscaping and the environment and potentially becoming a funding and awareness raising initiative for that group.

q) Council note there has been a separate review undertaken of the Australia Day Awards and Event.

The review of other Council grant programs has also been undertaken which have also informed this grant review process and the 17 recommendation above. The following is a summary of those Council's grant programs.

Surf Coast Shire

Grant name	Application period	Amount per application
Small Grants	Close 30 September	Up to \$1,000 Up to \$5,000 at Council's discretion
Events Grants	Open in September, Close in October Applications are for events that will be held in July – June the following year.	\$5,000 – Community Events \$10,000 – Major Events Over \$10,000 – Signature

City of Greater Geelong

Grant name	Application period	Amount per application
Healthy & Connected Communities	Aug 2017 – Sept 2017	Up to \$6,000
Creative Communities	As above	Up to \$6,000
Environment & Sustainability	As above	\$500 to \$6,000 Allows for 2 year funding.
Community Facilities Infrastructure	As above	\$50,000 to \$300,000
Business Presentation Incentive	As above	Up to \$10,000
Children's Week	June 2017	Up to \$300

City of Melbourne

Grant name	Application period	Amount per application
Community Grants Program	Open May 17 and Closes 29 May 17	Up to \$3,000 \$3,001 - \$10,000 \$10,001 - \$20,000

Corangamite Shire

Grant programs	Application period	Amount per application
Quick Response Grants*	Open all year	\$500 per applicant
Community Grants Program (includes new Events & Festival grants)	Open April Close June	Up to \$1,000
Facilities Grants Program	Open April Close June	Up to \$2,000
Environment Support Grants	Open April Close June	Up to \$2,000
Retail Area Façade Improvement Program	Open July	Up to \$2,000

Warrnambool City Council

Grant programs	Application period	Amount per application
Community Development Fund	Open May 2017 and closes 30 June 17	Up to \$3,000
Community Grants Program (includes new Events & Festival grants)	Open April Close June	Up to \$1,000
Facilities Grants Program	Open April Close June	Up to \$2,000
Environment Support Grants	Open April Close June	Up to \$2,000
Retail Area Façade Improvement Program	Open July	Up to \$2,000
Community Development Fund Council offers limited assistance to individuals or groups participating in recognised National or International events. Council will consider applications for assistance to participate in an event with the maximum funding allocations to be provided for the following categories: <ul style="list-style-type: none"> • Events conducted within Victoria (Individuals up to \$250 and Teams up to \$750) • Events conducted inter-state (Individuals up to \$400 and Teams up to \$1,200) • Events conducted Internationally (Individuals up to \$1,000 and Teams up to \$3,000) • International Tours conducted Internationally (Individuals up to \$500) 		

Having considered the review recommendations and the various other Council grant programs, detailed above, council officers have developed a new grant program structure for Council consideration. The new proposed grant program structure is shown in Attachment 1 and the existing grant program structure is shown in attachment 2 to assist Councillors with comparing structure/programs.

Council officers have developed guidelines which are a result of the review and its recommendation to integrate the existing grant programs and their guidelines. It is proposed that the guidelines for Council's grant program be considered for endorsing by Council and reviewed at the beginning of each Council term. This will give Councillor's the ability to model the guidelines and grant program with a focus on the new Council Plan objectives for that term of Council. Council may also seek a review and amend the guidelines at any other time it sees fit.

The guidelines also set out the Assessment Criteria to be used by the Technical Assessment Panel to review and rate each grant application that is submitted under the proposed grant program. This will be consistent across each stream of the proposed grant program. The assessment criteria have also been included in the application form for the program.

Council officers have reviewed a number of other guidelines and assessment criteria from local, state and federal government funding bodies to help inform the assessment criteria for the proposed grant program. The assessment criteria that has been included in the guidelines is seen to be a reasonable fit for Council's proposed grant program.

The proposed guidelines are attached to this report as attachment 3.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

An online survey was advertised to the community which encouraged feedback and ideas on the existing grant programs. The survey was promoted via Council's Facebook page, a media release within the local newspaper, a radio interview and emails to previous applicants via databases held by Council. Fifty five people completed the survey.

Council officers involved in the grant programs seek feedback regularly in the course of their work which has also been considered in this review. Relevant Council officers have also been actively engaged throughout the review.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Our Community

Goal 1 - *Increase social connection opportunities and community safety.*

Action 1 - *Support community organisations through the community grants program.*

Goal 2 - *Connect people through events and activities.*

Action 3 - *Provide grant programs to involve local people in activities that facilitate their health, wellbeing and enjoyment.*

ENVIRONMENTAL IMPLICATIONS

The proposed new program structure includes environmental and sustainability projects which are included in the guidelines. This will allow environmental, sustainability and landcare groups to seek funding for their projects to improve the environment within the shire.

SOCIAL & CULTURAL IMPLICATIONS

Grant funding assists communities to build community capacity of local residents and volunteers. The new program structure will continue to encourage cultural based projects to be delivered throughout the shire.

ECONOMIC IMPLICATIONS

The requirement of matching funding through cash and in-kind works creates economic benefits to the local communities and businesses. It is evident that local trades, businesses and groups benefit greatly from grant funding and stimulates the economy.

The proposal of the building façade program in the new program structure can assist grow the economy and encourage addition private sector investment as well as the amenity of Colac. There is also the potential to extend the façade program into other towns in the future.

LEGAL & RISK IMPLICATIONS

The proposal of an online grant system and a streamlined process will minimise risk of items such as misplaced or non-delivered applications. An online system can also ensure that use of Council's funding are in the correct way as per the application through a more consistent acquittal process.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

The recommendations from the grants program review include maintaining the current funding level of \$340,000. It is also proposed that the online grant system be funded from this total so no additional funds are required.

The change to the program structure and implementation is also proposed to be coordinated by existing human resources but in a more effective and efficient manner allow existing human resources to be utilised for other priorities with their relevant division.

7. IMPLEMENTATION STRATEGY

DETAILS

A staged approach to the implementation of the proposed new program structure is recommended to ensure the 2018 grant program is progressed within its usual time frames. The first stage includes the use of the new grant program structure and guidelines and a new hard copy application form.

The second stage would be implemented concurrently with the online grants system being procured and operationalised. This will take some time to establish and test and will be ready for the 2019 program.

Council officers will seek interest from suitable groups to coordinate the annual Garden Awards via an Expression of Interest process. The Expression of Interest process will commence following and subject to the endorsement of this report at the February Ordinary Council Meeting.

COMMUNICATION

Council will complete a comprehensive communication plan to ensure that the community is fully aware of the changes to the programs and awards. This would include media releases, use of Council's Facebook page, direct emails to community groups and previous applicants, radio and an information session/s.

Council will undertake an Expression of Interest process to seek a suitable group to coordinate the annual Garden Awards. This will be advertised on Council's Facebook page, within the Colac Herald, and direct communication with groups via email or mail.

TIMELINE

Key timelines include:

February 2018 - Council consider endorsement of the proposed new grants program and guidelines.

March to April 2018 – Promote the proposed new grant program and open for applications. Complete information sessions for the community to inform them of the changes to the grant program. Commence engaging small towns to confirm their priorities to seek funding support.

May 2018 – Assess all applications against the Council endorsed assessment criteria for each of the new grant program streams.

June 2018 - Council considers endorsing the technical assessment panel's recommended grants.

July 2018 – Announce the successful applicants and procure a new online grants system and commence implementation and testing.

December 2018 – Officers submit small town funding priorities to Council's budget process.

February 2019 – Undertake community awareness of new online system.

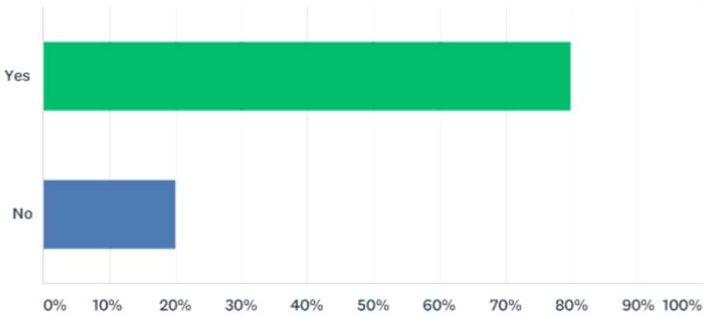
March 2019 – Advertise the grants program which will utilise the new online system.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Q1 Have you ever applied for a Colac Otway Shire Council grant?

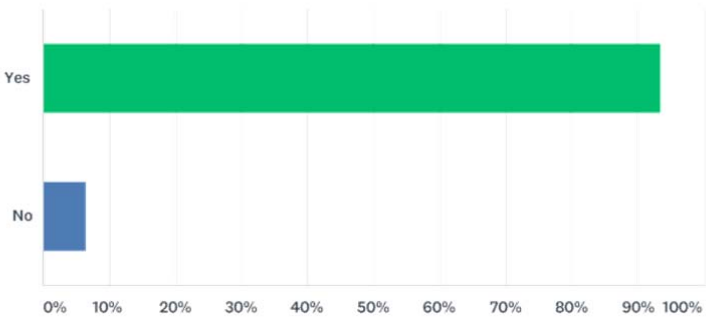
Answered: 55 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	80.00%	44
No	20.00%	11
TOTAL		55

Q2 If you applied for for a grant, were you successful?

Answered: 46 Skipped: 9

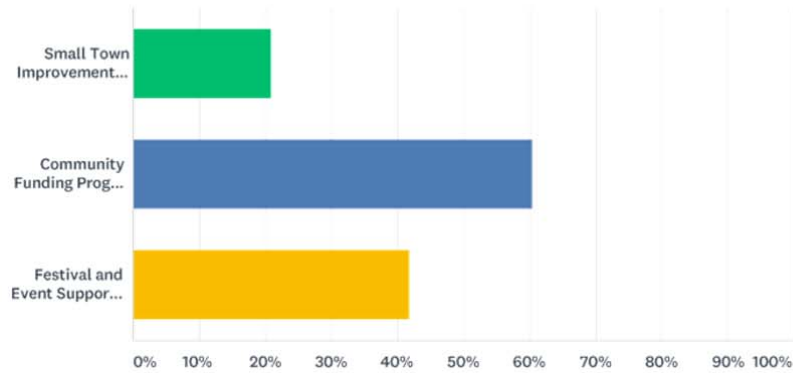


ANSWER CHOICES		RESPONSES
Yes		93.48% 43
No		6.52% 3
TOTAL		46

Council Grant Programs

Q3 If you answered YES to the above question, which grant program did you apply to? (You can tick more than one option)

Answered: 43 Skipped: 12



ANSWER CHOICES		RESPONSES	
Small Town Improvement Program (STIP)		20.93%	9
Community Funding Program (including COPACC Hire Assistance, Recreation Facilities, Community Projects and Small Equipment grants)		60.47%	26
Festival and Event Support Scheme (FESS)		41.86%	18
Total Respondents: 43			

#	OTHER (PLEASE SPECIFY)	DATE
1	Recreation Facilities	10/24/2017 5:11 PM

Council Grant Programs

Q4 If you answered NO to Question 1, is there a reason why you have not applied for a Council grant previously?

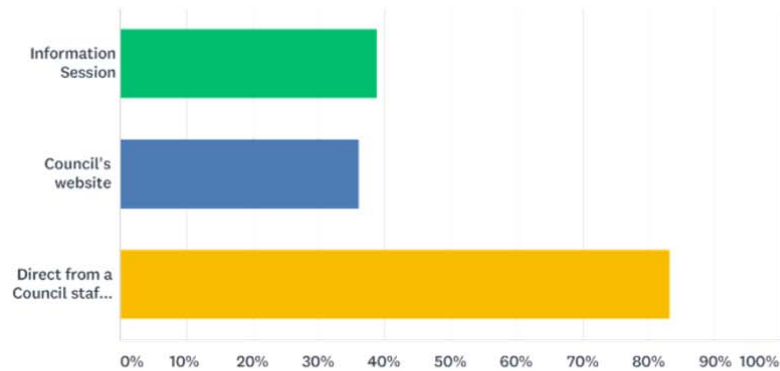
Answered: 15 Skipped: 40

#	RESPONSES	DATE
1	N/A	11/7/2017 4:19 PM
2	The application process and acquittal were quite complex for the small amount we wished to apply for. We had a complete change in committee, and were unsure about previous grants received in the past three years so were unable to complete that section of the application. Our financial statements had also not been audited - nor did the group have the funds to spare to pay for an audit.	11/6/2017 4:05 PM
3	The application forms were quite complex and a lot of supporting documentation was required to apply for a small amount of money.	11/6/2017 3:34 PM
4	no	11/6/2017 11:51 AM
5	We are a recently established support service in Colac.	10/30/2017 3:35 PM
6	-	10/27/2017 9:27 AM
7	N/a	10/26/2017 2:09 PM
8	NA	10/25/2017 11:49 AM
9	Not sure how to	10/24/2017 11:04 PM
10	not eligible	10/24/2017 4:01 PM
11	Lack of knowledge around grant eligibility and submission processes.	10/24/2017 11:18 AM
12	-	10/23/2017 8:39 PM
13	n/a	10/23/2017 4:02 PM
14	yes to question 1	10/21/2017 10:03 PM
15	N/A	10/20/2017 11:02 AM

Council Grant Programs

Q5 Have you obtained information or support from Council to assist in a Colac Otway Shire grant application? If YES, where/how did you receive this information or support?

Answered: 36 Skipped: 19



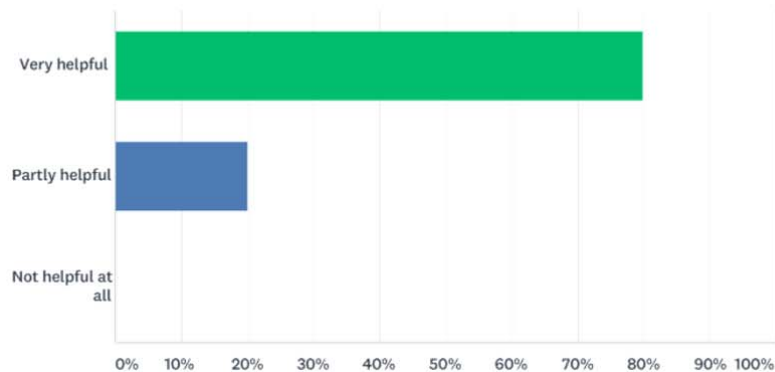
ANSWER CHOICES	RESPONSES	
Information Session	38.89%	14
Council's website	36.11%	13
Direct from a Council staff member	83.33%	30
Total Respondents: 36		

#	OTHER (PLEASE SPECIFY)	DATE
1	Previous grant applications that were successful	11/7/2017 4:19 PM
2	Information sheet	11/7/2017 12:15 AM
3	NO	10/30/2017 3:35 PM
4	From Nicole Frampton She was Great	10/25/2017 2:28 PM
5	Letter of support	10/25/2017 8:58 AM
6	No	10/20/2017 11:02 AM

Council Grant Programs

Q6 Please rate the level of assistance you received.

Answered: 40 Skipped: 15



ANSWER CHOICES	RESPONSES	
Very helpful	80.00%	32
Partly helpful	20.00%	8
Not helpful at all	0.00%	0
TOTAL		40

#	PLEASE PROVIDE SOME COMMENTS ON THE REASON FOR YOUR ANSWER ABOVE.	DATE
1	Always lots of good advice. Only on one occasion have we not been well advised. In that particular situation I feel the council officer held back vital information about a key council documents that our group did not know exist. Our application was unsuccessful on that occasion and the reason given was that we were not a stakeholder on that particular council strategy document (that document was a very old document!)	11/8/2017 9:42 PM
2	Some COS Staff can tend to try to force events to fit what they think the event should be, rather than allowing the community to make the event what the community wants and finding ways for COS to support that.	11/7/2017 4:19 PM
3	We received all the information we required and the session allowed us to ask questions.	11/1/2017 8:02 PM
4	A	10/31/2017 3:32 PM
5	I was given very helpful assistance when applying for a Grant for the Anzac Centenary recognition to hold Two concerts using music from that era. I have put in other submissions for both The Colac Chorale and The Colac Music Teachers' Association myself .	10/31/2017 9:06 AM
6	always better speaking directly to a PERSON! human contact is becoming eroded away by online automated technology	10/30/2017 4:59 PM
7	Katrina Kehoe has always been extremely helpful with helping us with STIP grants. She is always positive and has the necessary information at her fingertips. She is also as flexible as she can be, which we particularly appreciate, as it isn't always easy to match community needs and desires to the criteria.	10/30/2017 2:05 PM
8	We (Otway Harvest Trail) was encouraged to apply for the grant. We were assisted with the paperwork where we didn't have enough information.	10/30/2017 12:08 PM
9	Not applicable	10/29/2017 9:55 AM

Council Grant Programs

10	sometimes advice is given to 'don't worry about the part' which is a little frustrating as the forms should be updated if not everything is relevant, or a disclaimer put on that 'this may not apply to all groups'. Sometimes you spend significant time trying to work things out before you seek assistance. The forms may have been updated, this application was about 3 or 4 years ago.	10/27/2017 9:27 AM
11	Glenn & Brian poke to Nicole than had a meeting with her and she was a great help to our Colac Driver Reviver project	10/25/2017 2:28 PM
12	Council staff are extremely helpful and encouraging about our specific projects whereas the information session and website are naturally more general	10/25/2017 11:49 AM
13	Had direct contact with Council staff who assisted me with a minor issue on grant application, I found the staff member friendly, knowledgeable and the issue was resolved quickly.	10/24/2017 5:11 PM
14	The Officers are very giving of their time and have helped through the process especially when first applying.	10/24/2017 4:37 PM
15	Worked with a member on several grant for other organisations	10/24/2017 4:01 PM
16	All methods of assistance were clear and helpful. Staff assistance was professional and supportive	10/24/2017 7:14 AM
17	I have been at Birregurra PS for 5 years. Each year we have been able to access a Festival grant to support the cost of Louise Brown working with our students to prepare them to do a Rock Choir performance at the Birre Festival with other schools. I have found that all CoS staff have been very helpful and approachable and have been prepared to go the extra yard to provide assistance where needed e.g providing support with the application process, questions we might have about accessing the funding - the staff support and the information nights have been invaluable.	10/23/2017 10:09 AM
18	Vicky is exceptional in her knowledge and understanding of the abilities of community members to manage and complete all the paperwork. Without her assistance I doubt we would apply	10/21/2017 10:03 PM
19	The Events team are very helpful	10/20/2017 4:11 PM
20	We have been successful over the years gaining \$2,000 - \$4,000 funding which has been handy for an event with an approx budget of \$150,000	10/20/2017 11:02 AM
21	Staff very knowledgeable and keen to help	10/16/2017 5:50 PM

Council Grant Programs

Q7 Council has processes and systems in place for applying for grants. What suggestions do you have for improving the process that would better suit your organisation's needs.

Answered: 34 Skipped: 21

#	RESPONSES	DATE
1	Face to face meetings are better than email and chats over the phone. Important information is able to be exchanged and requirements advised. On site meetings at the groups venue is great so council staff can view facilities and hear directly from group members.	11/8/2017 9:42 PM
2	Council knowing more about the organization and what it does	11/8/2017 12:55 PM
3	Council needs to recognise that the majority of local events are coordinated by volunteer groups out of normal business hours. Council needs to meet these groups at a time and place that suits the event organising committee, instead of forcing volunteers to leave their jobs to attend mandated meetings that often are irrelevant to the needs of the committee (but meet the needs of Council).	11/7/2017 4:19 PM
4	On line application process	11/7/2017 12:15 AM
5	An online application process. A simpler application process/requirements for smaller projects. Clearer funding criteria and examples of projects that are eligible.	11/6/2017 4:05 PM
6	An online application program such as Smartygrants. A smaller grant category, eg. \$500 or \$1000 with a much more simplistic application process.	11/6/2017 3:34 PM
7	The process is fine.	11/1/2017 8:02 PM
8	For our needs it is fairly straight forward.	10/31/2017 9:06 AM
9	Why not have different due dates for the various grants? I for one was involved with assisting diverse groups applying for various grants. Staggering the due dates for the various grant categories makes sense.	10/30/2017 4:59 PM
10	Are you using electronic application forms - and administration of GRANTS? Many Local Govts use SMarty Grants - Give Where You Live has adapted a Salesforce grant application management system - which we would be open to talk to you about.	10/30/2017 3:35 PM
11	Comments from members in our organisation include: Please make the process easier - often, volunteer groups don't have a lot of skill with writing grant applications so anything you can do to make it simpler would be appreciated. Wading through all the associated forms is a bit painful. The application form itself is ok though. It might be an idea of there was more flexibility with timelines than applying once a year, particularly for events support.	10/30/2017 2:05 PM
12	Certain annual community events should have ongoing funding without the need to re apply	10/29/2017 9:53 PM
13	The council needs to be subjective in their approach to grants. Too many organisations are receiving grants that they do not need as they have funds to fund their intended project. The council needs to get real and support groups that use the councils infrastructure that needs to be upgraded due to the poor condition.	10/29/2017 9:55 AM
14	emails out to groups I great, advertising in paper etc is great, always difficult to have a data base of appropriate contacts.	10/27/2017 9:27 AM
15	We are satisfied with the present format	10/27/2017 8:54 AM
16	None	10/26/2017 2:09 PM
17	We were pleased with the support Thank you	10/25/2017 2:28 PM
18	The process is already very good; especially advertising of grant rounds being widespread. I can't remember if this already the case but limiting the number of words that applicants can write to answer any question is a helpful way show how much information to give.	10/25/2017 11:49 AM

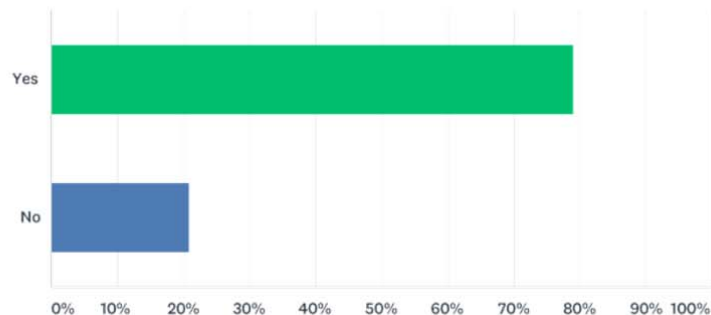
Council Grant Programs

19	Reminder emails the grant round us open Notification sent by email to the successful organisation not just on the website . Amount you can apply for up to 5K is a bit confusing dollar for dollar In fact you can have larger project but will only every receive 2.5K off the shire. Grant have been great for our organisation .	10/25/2017 8:58 AM
20	to keep relevant documents from our club online so we don't have to replicate the figures and answers all the time	10/25/2017 8:30 AM
21	None	10/24/2017 7:00 PM
22	Council systems and processes worked fine, grant application forms could be better developed to suit electronic competition. Some forms didn't handle being edited in PDF form well	10/24/2017 5:11 PM
23	The ability to now have an editable pdf is great. Well done otherwise I have had no issues with the system used	10/24/2017 4:48 PM
24	On-line grants perhaps All grants at the same time of the year. Advance notice that the grants are opening especially before Xmas so that community groups can get their information together.	10/24/2017 4:37 PM
25	Streamline the process	10/24/2017 4:24 PM
26	The document file type can be annoying. Online application with document uploads could make the process simpler	10/24/2017 7:14 AM
27	Community group forums to allow networking and sharing of ideas	10/23/2017 8:39 PM
28	Perhaps an understanding of how much information is needed to save people not putting enough or giving too much.	10/23/2017 4:02 PM
29	It all seems to work quite well.	10/23/2017 10:09 AM
30	Include a grant for Aborigines Inclusion Programs	10/22/2017 10:35 AM
31	Cut out all the excessive red tape. The new Event Bush Fire Readiness documentation/ template is excessive and not necessary for events in Colac. What happened to commonsense	10/21/2017 10:03 PM
32	SIMPLIFY BOTH APPLICATION AND REPORTING!!!!	10/20/2017 4:11 PM
33	The current system is just a "merry go round" of funds. i.e. we get grant funding for say \$3,000 and then council charge us a similar amount in fees, charges, costs and permits the end result being they get most if not all their money back again. The result being we all just end up wasting our time filling in forms for no net benefit. Better outcome might be to say "COS supports this event based on waiving of all COS fees and charges"	10/20/2017 11:02 AM
34	seems to work well at the moment	10/16/2017 5:50 PM

Council Grant Programs

Q8 Does the timing of the opening and closing for applications suit your needs? Opening from January to March Closing from March to April

Answered: 43 Skipped: 12



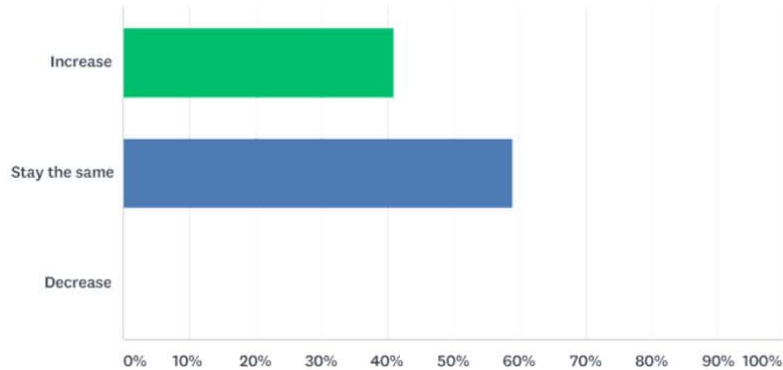
ANSWER CHOICES	RESPONSES	
Yes	79.07%	34
No	20.93%	9
TOTAL		43

#	IF NO, PLEASE LET US KNOW WHY.	DATE
1	The event I was involved with is an annual event. Because of the date of the event, we are generally still wrapping up the previous event when we are forced to consider the event that is still 12 months away. Obviously Council needs to have decisions made well before EOFY in order to fit budgeting and reporting schedules, however only having one application period each year neglects to understand the needs of volunteer organisations.	11/7/2017 4:31 PM
2	It would be great if there were multiple rounds of smaller project funding, eg. half yearly rounds of the small equipment & training and the community projects categories.	11/6/2017 4:14 PM
3	It would be good to see multiple rounds of the smaller grant programs run throughout the year, eg quarterly small equipment & training grant rounds.	11/6/2017 3:45 PM
4	Over January there are many members of groups away and it becomes difficult to get planning done.	10/31/2017 3:45 PM
5	Opening should be longer: January to April, closing April to June. See previous comment	10/30/2017 5:11 PM
6	Can be difficult for organisations that don't resume operations until Feb, Public Holidays and Easter roll around very quickly. Particularly for young families and older retirees, these make up many local organisations. Timeframes are always difficult though.....maybe push forward a month?	10/27/2017 9:35 AM
7	It's early in the year some staff are on leave in January Suggest open April close June	10/25/2017 9:04 AM
8	Dependent on changeover of committees and prioritising of projects	10/24/2017 4:34 PM
9	As approval isn't provided until June, so sporting clubs (ie football clubs) might need the funds for equipment prior to this time, as their season commences March/April. It is really seasonal depending on clubs etc you are involved with.	10/24/2017 4:08 PM
10	Needs to be publicised early on though, as some committees don't meet during January and miss the initial information	10/23/2017 8:45 PM

Council Grant Programs

Q9 Funding requirements and amounts available differ for each grant program. Community Grants Program- Small Equipment & Training - Up to \$1,000- COPACC Hire Assistance - Up to \$4,000- Recreation Facilities - Up to \$5,000- Community Projects - Up to \$5,000 Do you believe the funding levels per application should:

Answered: 44 Skipped: 11



ANSWER CHOICES	RESPONSES
Increase	40.91% 18
Stay the same	59.09% 26
Decrease	0.00% 0
TOTAL	44

#	PLEASE LET US KNOW WHY YOU CHOSE THIS ANSWER.	DATE
1	materials and hire of equipment is more expensive now. Groups are often counting on grants to make major changes or purchases to enable more groups and programs to run from their facilities	11/8/2017 9:53 PM
2	Should be increased as projects differ, but Council still has choice on how much to grant them based on value of project	11/8/2017 1:14 PM
3	COPACC used to be a community venue, and could be easily hired by local community organisations for a reasonable fee. This no longer seems to be the case.	11/7/2017 4:31 PM
4	Could decrease the recreation facilities funding. I believe that the individual facilities could contribute more towards this through fundraising. Recreation facilities funding often only has benefit to a small section of the community, and this is often not vulnerable community members. I feel as though the community projects are where the real community benefits are seen, particularly when they are aimed at vulnerable community members, eg. CALD, elderly, socially isolated.	11/6/2017 4:14 PM
5	If amounts were higher there would be less grant application successes.	11/1/2017 8:15 PM
6	I believe that it should increase in some areas, but stay the same in others. For example COPACC Hire Assistance is a very small amount vs the cost of hiring COPACC. I'm not sure about how the assistance works in other area and if it is currently meeting needs of local groups, but the other amounts seem perfectly reasonable, having not participated in them.	10/31/2017 3:45 PM

Council Grant Programs

7	Having attended the evenings where the grants are announced I am always saddened to see the number of volunteer organisations who are able to carry out projects with this assistance and it seems to be about right.	10/31/2017 9:17 AM
8	The amounts should increase because the cost of everything else has increased.	10/30/2017 9:25 PM
9	because every aspect of life has increased!	10/30/2017 5:11 PM
10	The projects we have been scoping for Colac - to deliver community outcomes - are in excess of \$20K	10/30/2017 3:42 PM
11	Grant allowance often leaves a big gap between actual costs and the assistance on offer.	10/30/2017 12:23 PM
12	These amounts provide support and unless they were increased very significantly there will always be a need for co-contribution. Co-contribution/in-kind support ensures they are supported within the community, not just the idea of a couple of people.	10/27/2017 9:35 AM
13	Because there is a frame work to suit each project	10/25/2017 2:43 PM
14	These level are not so difficult for groups to achieve the matching funds required. Also this program should be spread over as many groups / projects as possible. Perhaps Council could consider putting funds into one or two larger projects each year that don't come under the Small Towns funding.	10/25/2017 12:02 PM
15	To be able to complete larger projects . Some projects take 3yr to complete due to funding availability and limits .	10/25/2017 9:04 AM
16	Inflation	10/24/2017 11:12 PM
17	Funds need to be able to be spread across numerous groups if the amount is too high it reduces options for more recipients	10/24/2017 4:50 PM
18	Especially Recreation and Community sections. Sometimes a little more can be the difference of a project being activated or not.	10/24/2017 4:44 PM
19	Its often difficult to deliver a project based on 50/50 funding under the Community Grants categories. I appreciate that there is only a certain pool of money available to service all of Colac Otway Shire so I'd support the funding levels remaining as is.	10/24/2017 4:34 PM
20	I would like to see recreation facilities/community projects increase. I applied for 4 COS grants last year for 4 totally different organisations & amounts and was successful. The organisations who apply for these grants, what they are buying or looking at doing is expensive. Without Council assistance with funding, these organisations/clubs would not survive and they would not purchase or upgrade facilities if they had to go it alone.	10/24/2017 4:08 PM
21	The maximum amount available for small equipment & training is restrictive, based on today's costs.	10/24/2017 4:06 PM
22	Recreational facilities at Apollo Bay have had no money injected into them from the shire and you are responsible for providing each community with sports and recreational facilities	10/24/2017 4:04 PM
23	These figures have been the same for some time and doesn't take into account the rising costs of equipment , insurance and specialty advice and services often associated with the programs, activities and projects.	10/24/2017 7:21 AM
24	Groups need to realise that while there's support, they shouldn't just rely on handouts. The only suggestion I would have for increase/decrease is that the COPACC grant is very difficult with all the extra requirements.	10/23/2017 8:45 PM
25	I think the levels should stay the same but the overall amount available should increase to allow more groups to take part in receiving funding.	10/23/2017 4:08 PM
26	Costs are increasing - e.g. wages etc..	10/23/2017 10:11 AM
27	Don't want more pressure on Council rates and appears to meet the need. Notice that some organisation apply each year. Need to make applications once every second or third year only. Some organisations appear to be over reliant on repeated grants.	10/21/2017 10:14 PM
28	It would be great to particularly increase Rec facilities funding but I know ther is only so much to go around	10/20/2017 4:16 PM

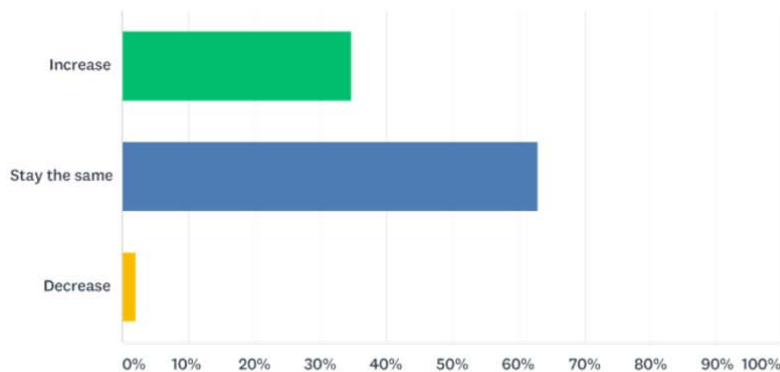
Council Grant Programs

29	It would be nice to be able to apply for more - but then we have to recognise that there's limited funds and that for bigger projects we have to raise most of the \$\$\$ ourselves. Otherwise the money will go to fewer larger projects - which is not as good as current system which spreads the love around!	10/16/2017 5:59 PM
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Council Grant Programs

Q10 Festival & Events Support Scheme- One-off events-
Up to \$1,000This funding is for one off events
for celebrations of significant local historical milestones or other important
one-off events. - Seed funding- Up to
\$2,000This funding is designed to encourage the development of new
events.- Sponsorship - Up to \$5,000This
level of sponsorship is available to existing events that have
demonstrated that the event is sustainable (both financially and socially)
and has run for over three years.Do you believe the funding levels per
application should:

Answered: 46 Skipped: 9



ANSWER CHOICES	RESPONSES
Increase	34.78% 16
Stay the same	63.04% 29
Decrease	2.17% 1
TOTAL	46

#	PLEASE LET US KNOW WHY YOU CHOSE THIS ANSWER.	DATE
1	Particularly for recurrent events which council funds more than once. Groups need to show some sustainability of their own and council needs to focus on start up grants so other groups get a chance to be involved in these funding streams	11/8/2017 9:53 PM
2	as per answer before	11/8/2017 1:14 PM
3	The demands placed upon event organising committees by Council have at least doubled, if not increased five fold, over recent years. At the same time Council officers have withdrawn from providing physical on-the-ground assistance to those committees, sometimes even refusing to offer advice (in case they are somehow made liable for the outcome of that advice). Volunteer committees are having to work harder to comply with council demands, and at the same time insurance costs have skyrocketed.	11/7/2017 4:31 PM
4	More groups can benefit if you don't increase amounts.	11/1/2017 8:15 PM

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Council Grant Programs

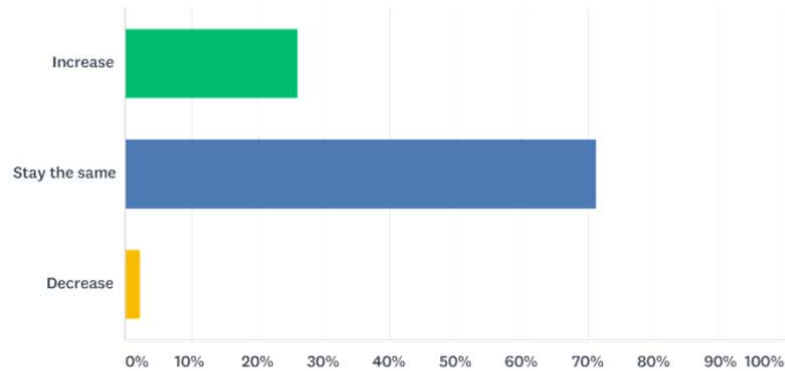
5	One off events usually have a higher cost because of the nature of setting up a "one off" event. This could perhaps be higher.	10/31/2017 3:45 PM
6	While these grants are not massive they probably give these volunteer groups a degree of financial security.	10/31/2017 9:17 AM
7	The same reason as before.	10/30/2017 9:25 PM
8	as per previous comment	10/30/2017 5:11 PM
9	Query - the risk management, insurance, transparency - seriously challenge community groups - as \$1000 is not adequate for the amount of work and expenses likely to be incurred for an initial outlay.	10/30/2017 3:42 PM
10	Unsure	10/30/2017 12:23 PM
11	It would be good if funding for one off events could be raised. We received the Seed funding this year. We would not be eligible for sponsorship for a large event till year three. We would like to hold another Festa next year. So we'd be relying on the One off event funding for our next application. A little more would be good!	10/30/2017 12:12 PM
12	When the grant is used to hire equipment or specialised services, these prices usually increase each year, therefore, we find that the grant money may not necessarily cover all reasonable expenses	10/29/2017 10:00 PM
13	same as above - encourages an organic development	10/27/2017 9:35 AM
14	a good amount to support the community projects	10/25/2017 2:43 PM
15	Sponsorship should stay the same but the other 2 be increased because the cost of developing and staging one-offs and new events is increasing each year.	10/25/2017 12:02 PM
16	Inflation	10/24/2017 11:12 PM
17	Funds need to be able to be spread across numerous groups if the amount is too high it reduces options for more recipients	10/24/2017 4:50 PM
18	Sometimes a one-off event, requires far more than \$1,000 as usually the group does not have the back-up funds. Seed is OK. What happened to the \$7,500 level of funding? Larger events are experiencing more and more costs. The more people that attend - the more money is required and it is not always that easy to keep asking local communities/traders/sponsors to keep on giving out. If an event attracts a large crowd of say - over 4 or 5,000, they should have the opportunity for a higher level. Council expects organisers to provide services such as toilets, shade, first aid, safety, road mgt etc so there has to be an opportunity prove that the event can apply for this extra funding. Safety for all visitors etc.	10/24/2017 4:44 PM
19	Its important to support events that promote and create economic benefits to our communities. I believe that there should be some guidelines around organisations being able to apply through this program and being successfully funded for successive years when these groups are well established and run as profitable events.	10/24/2017 4:34 PM
20	One off event - celebration or historical milestone - they only come along every 50/100 years. Committees need these funds to get ideas off the ground and commence work on organising the celebration. Sometimes they need to pay/book items in advance and can be "cash strapped" at the beginning.	10/24/2017 4:08 PM
21	I have not applied for this grant so am not in a position to comment	10/24/2017 4:06 PM
22	As per my previous comment	10/24/2017 7:21 AM
23	I believe the seed funding should be dropped. I think each event should have to apply annually.	10/23/2017 4:08 PM
24	Costs are increasaing each year	10/23/2017 10:11 AM
25	Need to look at whether applicants are a commercial or truly community event. Ask yourself are ratepayers monies going into the profit of commercial events??????	10/21/2017 10:14 PM
26	appropriate	10/20/2017 4:16 PM
27	\$5k sponsorship is not that much by the time COS charge you \$2k-\$3k in fees and charges so net benefit is only say \$2k. Could be \$5k plus waiving of COS fees and charges	10/20/2017 11:08 AM

Council Grant Programs

28	We have to recognise that there's limited funds and that for bigger projects we have to raise most of the \$\$\$ ourselves. Otherwise the money will go to fewer larger projects - which is not as good as current system which spreads the love around!	10/16/2017 5:59 PM
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Q11 Small Town Improvement Program- Up to \$25,000 Each application- Do you believe the funding levels per application should:

Answered: 42 Skipped: 13



ANSWER CHOICES	RESPONSES	
Increase	26.19%	11
Stay the same	71.43%	30
Decrease	2.38%	1
TOTAL		42

#	PLEASE LET US KNOW WHY YOU CHOSE THIS ANSWER.	DATE
1	STIP combines groups fundraising and often state government and other grants as well for a group to undertake major works. As well as the money STIP provides council staff time to help the group with sourcing money, working with other departments eg health and planning. This staff time represents a further financial commitment by council	11/8/2017 9:53 PM
2	The costs of these improvements has far-outstripped the input from Council.	11/7/2017 4:31 PM
3	If these project are a priority they should be included in the capital works project. If they are not they most likely do not represent value for the majority of rate payers.	11/6/2017 4:14 PM
4	May depend on how many towns apply and what they apply for. You could let them know if more funding was available.	11/1/2017 8:15 PM
5	It seems perfectly reasonable amount.	10/31/2017 3:45 PM
6	I have not had any involvement in this area so can't really make a sound comment, but for a worthwhile project this seems about right.	10/31/2017 9:17 AM
7	The improvements that most small towns require are worth more than \$25,000.	10/30/2017 9:25 PM
8	Given the astronomical costs for consultants and all other 'expert' opinions needed for basic improvements more funding should be available. Given that land holders in small communities pay rates but receive less then the improvement program should be increased and priority given to the opportunities residents in the small towns miss out on compared to the inner city opportunities.	10/30/2017 5:11 PM
9	Why would this grant round be so significantly different in size to a community grant?	10/30/2017 3:42 PM

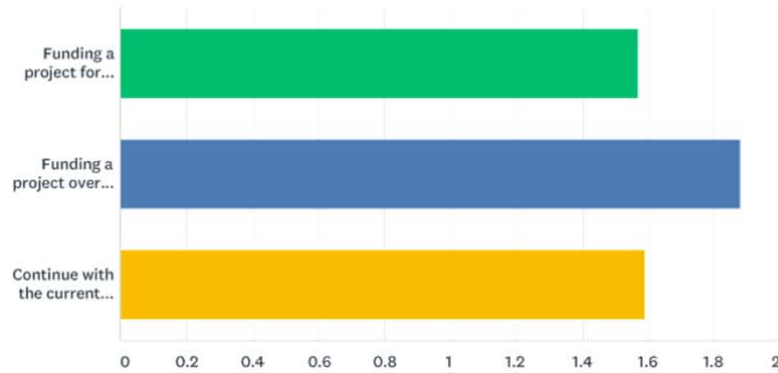
Council Grant Programs

10	there are other areas of govt funding that should support some improvements, such as Vic roads etc. A lot can be achieved with this amount.	10/27/2017 9:35 AM
11	It seems to be very good amount at \$25,000 not aware of this project	10/25/2017 2:43 PM
12	It is a large amount in a small community and can achieve a lot. If the project is much bigger, it will need more planning and consultation and there are other sources of funding for these.	10/25/2017 12:02 PM
13	Inflation	10/24/2017 11:12 PM
14	Fair amount	10/24/2017 4:50 PM
15	However, there used to be a system where the money could be rolled over for a few years so that the funds could grow large enough to then apply for state govt funding for either \$ for \$ or 2 to 1. Would be great to see this happen. Surely not that hard.	10/24/2017 4:44 PM
16	Dependent on submissions.	10/24/2017 4:34 PM
17	As above	10/24/2017 4:06 PM
18	this amount would not even cover consultant fees	10/24/2017 4:04 PM
19	As per my previous answer but also to add these funds are used to leverage other funds for larger projects and should be able to remain proportional to total project funds	10/24/2017 7:21 AM
20	Increase in overall funding would allow for more projects to be successful in receiving funding.	10/23/2017 4:08 PM
21	Costs are increasing each year	10/23/2017 10:11 AM
22	Appears to meet the community needs	10/21/2017 10:14 PM
23	There are some major projects which need much more funding	10/20/2017 4:16 PM
24	Some of these projects tend to be bigger and it would be very useful if could apply for a larger amount and/or spread funding over 2 years.	10/16/2017 5:59 PM

Council Grant Programs

Q12 What are your views on the following options for funding rounds and would you support them?

Answered: 45 Skipped: 10

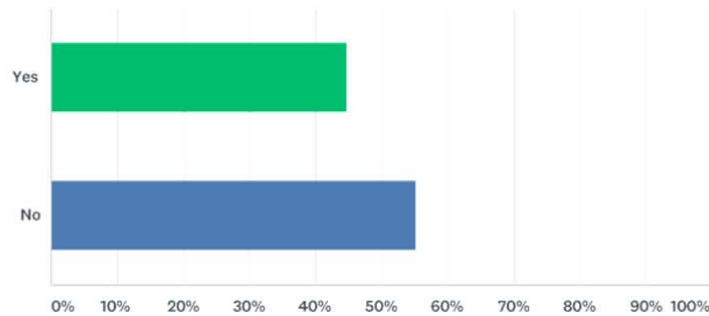


	YES	NO	UNSURE	TOTAL	WEIGHTED AVERAGE
Funding a project for multiple years (eg. \$1,000 each year for three years)	59.52% 25	23.81% 10	16.67% 7	42	1.57
Funding a project over multiple years to receive a higher amount of funding in a future year (eg. Receiving funding over three years of \$1,000 and in the third year receive the \$3,000).	39.02% 16	34.15% 14	26.83% 11	41	1.88
Continue with the current format ie An annual program	62.16% 23	16.22% 6	21.62% 8	37	1.59

Council Grant Programs

Q13 If each application under a Council grant program was required to have a matching contribution of either cash or in-kind, would this affect your decision to apply?

Answered: 47 Skipped: 8



ANSWER CHOICES	RESPONSES	
Yes	44.68%	21
No	55.32%	26
TOTAL		47

#	IF YES, PLEASE TELL US WHY.	DATE
1	Fundraising is often difficult especially when so many groups are competing for the communities money! The socio-economic situation of very small rural communities is a big factor too. Council could consider the overall work of the group in the community and look at waiving or reducing the cash/in-kind commitment if the group can show they are active and positively influencing their community.	11/8/2017 9:53 PM
2	(Our event already has to raise more than three times what Council offers us just to pay for insurances, and in-kind support is also already more valuable than the Council contribution)	11/7/2017 4:31 PM
3	This would be relevant to larger projects over \$1,000 but difficult for smaller groups applying for amounts under \$1,000.	11/6/2017 4:14 PM
4	I think this is a great idea for projects over \$1,000 but becomes complex for smaller projects.	11/6/2017 3:45 PM
5	I feel that an organisation has a responsibility to contribute something towards what they are looking to achieve, in kind contributions allow cash poor organisations to contribute.	10/31/2017 3:45 PM
6	In the two groups I am involved with the in-kind contribution is always factored in.	10/31/2017 9:17 AM
7	Most applicants have a limited amount of money available, that's why they have to keep applying for grants. Some projects don't lend themselves to in kind contributions because of the onerous paperwork involved. All organisations have a decreasing membership base and numbers of volunteers are also decreasing.	10/30/2017 9:25 PM
8	communities who bother to apply are usually those with an active support base for in-kind contribution, but not the cash.	10/30/2017 5:11 PM
9	The amounts communities get to do things under these grants are really small, in the scheme of things, and already volunteers are putting in many hundreds of hours to bring them to fruition. To have to spend even more time raising funds would decrease the amount of time available to work on projects such as these. Please consider the high burn-out rate of local people who get involved in these things for the good of the community, and don't make it any harder for us!	10/30/2017 2:17 PM

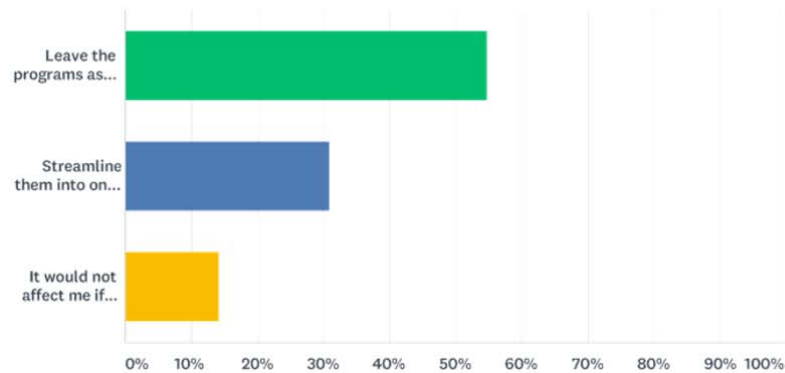
Council Grant Programs

10	Funds are not available to match particularly for community driven projects.	10/30/2017 12:58 PM
11	Affordability	10/30/2017 12:23 PM
12	As a small group it is difficult to fundraise the amount required	10/30/2017 8:20 AM
13	To meet councils recommendation for staging needed to host our event, we could not possible cover the amount needed to match the grant. We already contribute "in kind " to the value , or greater ,than the grant money	10/29/2017 10:00 PM
14	Yes, but I believe this is a positive thing as it means there needs to be support from others in the community. It helps to 'weed' out people 'pushing their own boat'	10/27/2017 9:35 AM
15	There are some originations don't have funds to do \$ for \$ funding loans	10/25/2017 2:43 PM
16	I thought they already did have that requirement. If they don't, some of my earlier answers are mistaken.	10/25/2017 12:02 PM
17	happy to match funds , think it shows commitment to the funds being offered	10/25/2017 8:32 AM
18	Community groups don't usually have excess cash and they exist because of their volunteer or in kind...	10/24/2017 11:12 PM
19	Really Yes and No. Ok for the community funding but makes it harder for COPACC and events. Especially if it is a new project or event.	10/24/2017 4:44 PM
20	some organisations could not afford this	10/24/2017 4:04 PM
21	It would only help the stronger groups to receive funding and make it even more difficult for smaller groups to get help for their projects.	10/23/2017 4:08 PM
22	Some small community events do not generate the amount of monies/ in-kind contributions to permit their event to meet this criteria. Look at the annual balance sheet to see what is invested and what monies is available each year to meet this criteria and Council may find that some events, festivals, community projects and such do not need Council funding as they could be self funded.	10/21/2017 10:14 PM
23	We have always been able to match with in kind contribution. But the system may need to have flexibility in special circumstances	10/20/2017 4:16 PM
24	You need to define "matching contribution of cash or in kind" From whom and in what form? Is the contribution from the event organiser, private sponsor, state govt or some other entity???	10/20/2017 11:08 AM

Council Grant Programs

Q14 Do you believe the current three grant programs meet the needs of the community?

Answered: 42 Skipped: 13



ANSWER CHOICES		RESPONSES	
Leave the programs as they are.		54.76%	23
Streamline them into one grant program with different streams of funding.		30.95%	13
It would not affect me if there was to be a change of any sort.		14.29%	6
TOTAL			42

#	DO YOU HAVE ANY FURTHER COMMENTS ON THIS QUESTION?	DATE
1	If there is to be a change it could be trialled for a few years and then analysed to see if any barriers had arisen because of the changes.	11/8/2017 10:12 PM
2	It is important that different community needs are assessed separately to each other. For example, Local events by the community for the community provide different outcomes than a small town upgrade, and shouldn't be assessed against a project such as building a playground.	11/7/2017 4:44 PM
3	None of the above really. I think the current program meets the needs of certain groups, but rarely the wider community. Eg. in equipment purchases a lawn mower for a cricket club benefits only that club and is really something they could fundraise for. I would really like to see more emphasis on community projects that are designed to target those that are vulnerable in our community, or that develop a sense of leadership and pride in our community. As an example funding equipment for a cricket skills program for kids and teens who are newly arrived to Australia and have little English benefits the community in many ways. The kids have the opportunity to participate in the program and the people delivering it develop leadership skills. This is just an example of the kind of project that would really have broad community benefit.	11/6/2017 4:35 PM
4	I don't believe the COPACC grant meets the needs of Service clubs raising funds. We were told if we made a profit, even if it was for a fundraiser for a particular community cause, we were ineligible to apply. Please explain why this is?? We are not a business.	11/1/2017 8:37 PM
5	Some do and some don't. Currently there would be no impact on me either way.	10/31/2017 3:55 PM
6	I think the status quo is good as the projects vary so widely in their needs and outcomes, so a division in the purpose seems to work well.	10/31/2017 9:33 AM
7	neither of the above. All too broad given the diverse nature of the communities within the shire. Needs to be more flexibility and more meaningful liaison with community groups.	10/30/2017 5:30 PM

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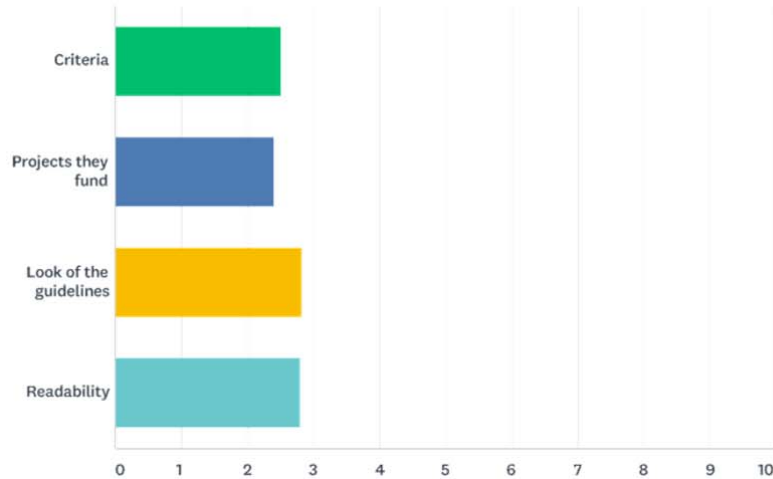
Council Grant Programs

8	I think keeping them separate ensures that no one type of program is neglected. They are all important to maintain.	10/30/2017 2:28 PM
9	This would be easier to know 'it is grant time for ALL grants' and could be programmed into meeting agendas.	10/27/2017 9:42 AM
10	and adjust any small task that council may need to do.	10/25/2017 2:58 PM
11	It's somewhat confusing to have different departments handling the different programs in slightly different ways so you think you've responded to some reporting requirement only to be told that was for the other programs.	10/25/2017 12:33 PM
12	A single grant program might simplify the application and administration process, on the negative a single grants program could become confusing for applicants if not explained well.	10/24/2017 5:23 PM
13	As long as it is very clear what you can apply for. And can a community group or club apply for multiple grants?	10/24/2017 4:56 PM
14	Leaving as is means it is easy for applicants to target which grant applies to their eligibility/requirement.	10/24/2017 4:16 PM
15	Increase the grant programs to meet the community needs in the Shire area	10/22/2017 10:43 AM
16	They have worked well in the past and provide equal opportunity while meeting community expectations.	10/21/2017 10:41 PM
17	All seems to work OK. STIP is the challenge as only the funds to give a very few grants - but no way to change that without more \$\$\$ as the \$25k STIP maximum is low already for that sort of project	10/16/2017 6:06 PM

Council Grant Programs

Q15 Guidelines are a fundamental part of any grant program to inform applicants of what you can apply for, the assessment criteria, compliance and audit requirements. From your experience, how do you rate the guidelines for Council grant programs?

Answered: 44 Skipped: 11



	EXCELLENT	GREAT	GOOD	AVERAGE	POOR	TOTAL	WEIGHTED AVERAGE
Criteria	20.45% 9	22.73% 10	40.91% 18	15.91% 7	0.00% 0	44	2.52
Projects they fund	27.27% 12	29.55% 13	20.45% 9	20.45% 9	2.27% 1	44	2.41
Look of the guidelines	13.64% 6	22.73% 10	31.82% 14	31.82% 14	0.00% 0	44	2.82
Readability	15.91% 7	18.18% 8	36.36% 16	29.55% 13	0.00% 0	44	2.80

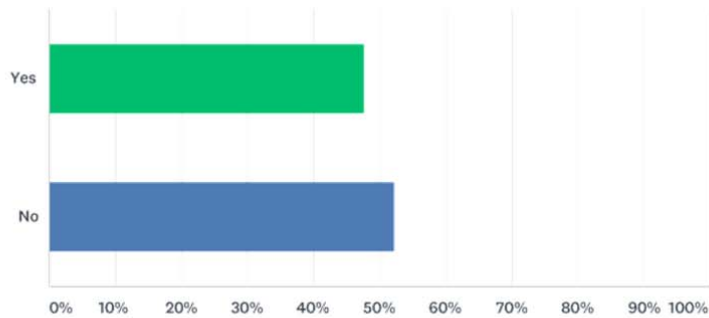
#	DO YOU HAVE ANY OTHER COMMENTS TO MAKE ON THIS QUESTION?	DATE
1	It's not what the guidelines say but what they don't say that has been an issue. For example our group has been unsuccessful because our facility is on state government land and not council land. Yet community facilities provide a vital service no matter what parcel of land they sit on!	11/8/2017 10:12 PM
2	They are comparable to those produced by other local shire councils, however they could easily be improved by Council officers if they make an effort to understand what the community needs, rather than what the Council needs in order to tick a box.	11/7/2017 4:44 PM
3	The sessions helped us understand the guidelines and criteria more, however, thought we were eligible for COPACC grant to find we couldn't apply.	11/1/2017 8:37 PM
4	I haven't looked into the guidelines for a while and can not comment.	10/31/2017 3:55 PM
5	see previous comment	10/30/2017 5:30 PM
6	no	10/25/2017 2:58 PM

Council Grant Programs

7	Council wants to fund projects that further its policies and planning directions. Groups seeking funds don't always think of their projects in these terms so perhaps the guidelines need to be more explicit about this.	10/25/2017 12:33 PM
8	The Guidelines are very 'wordy' and comments from our club is that they didn't read all the document. Is there some way to make the Guidelines more attractive? What do other shires do?	10/24/2017 4:56 PM
9	Guidelines and amount of content can be overwhelming, especially for community groups and clubs that don't have committee members experienced in grant applications and/or writing,	10/24/2017 4:48 PM
10	if I have an adhoc question, I normally speak to Council representative to see if it fits the criteria	10/24/2017 4:13 PM
11	I find it frustrating they only fund new programs but they will fund recurrent events.	10/24/2017 7:34 AM
12	Any simplifying of documentation would be greatly appreciated. Too much red tape. Event Bush Fire Readiness for all events is over regulating, over zealous and unnecessary. Even Craig Lapsley will find this one unnecessary	10/21/2017 10:41 PM
13	Seems to work well. Not too complex	10/16/2017 6:06 PM

Q16 The current programs provide financial support for projects such as community infrastructure, equipment purchases (small or large), facility upgrades, subsidised hire of COPACC for community groups and events. Are there any areas (such as projects / activities / programs) that Council should extend their grant programs to that would assist you, or your group, or your business?

Answered: 44 Skipped: 11



ANSWER CHOICES	RESPONSES
Yes	47.73% 21
No	52.27% 23
TOTAL	44

#	IF YES, TELL US WHAT TYPE OF GRANTS OR PROJECTS / ACTIVITIES / PROGRAMS COUNCIL SHOULD PROVIDE FUNDING FOR.	DATE
1	Major projects are often needed - many facilities need significant maintenance and safety improvements. STIP only funds a few each year which means tiny communities that are not classed as 'towns' are overlooked. Very quickly important facilities can become rundown and council is very quick to see them as a problem instead of a community asset.	11/8/2017 10:12 PM
2	I would like to see Council extend the grants program to support volunteers in the community on a more regular basis. The current focus doesn't allow some key groups in the local community to apply for funding for projects that should gain local council support. Example - CFA SES or similar efforts to engage with the community to improve readiness and resilience.	11/7/2017 4:44 PM
3	Business shop front and streetscape	11/7/2017 12:24 AM
4	As a member of the toy library committee I would love to run a small, one off 'pop up toy library' in an area that is accessible to many members of the community (our current location inside the library is not accessible to many). I see this as more beneficial to the community as it helps to create connections, rather than applying for a small equipment grant to buy new toys, which will only benefit our members. I couldn't really fit the idea into any of the categories though.	11/6/2017 4:35 PM
5	Fundraising events held at COPACC that make a profit for their choice of need. ie SES, CAH, local family need.	11/1/2017 8:37 PM
6	I would love something in regards to something specific to either disability or NFP.	10/31/2017 3:55 PM
7	youth programs, toddler and primary aged children programs, and more for the elderly.	10/30/2017 5:30 PM

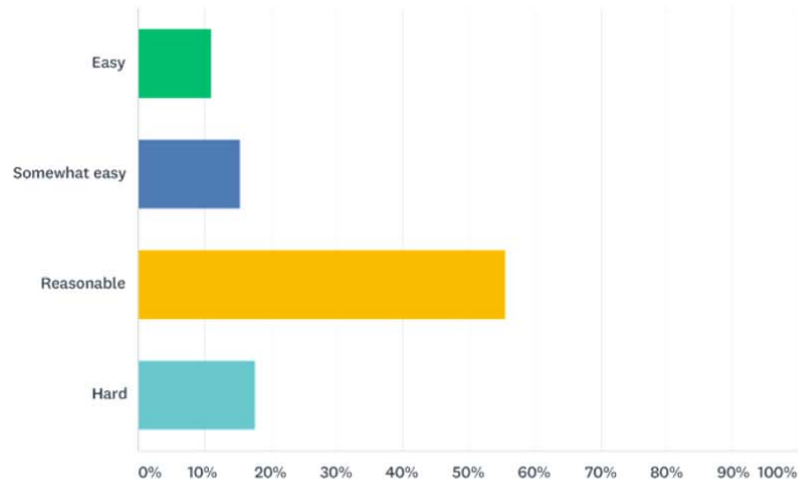
Council Grant Programs

8	Funds to add to existing funded programs or activities already underway - that identify an additional need in community that would assist people in Colac with belonging, connecting and participating in work, learning and activity.	10/30/2017 3:49 PM
9	The council needs to look closely at areas that the council owns that are being used by community groups. For example, the eastern reserve is a disgrace and 2 persons have been injured as a result of the poor maintained of the uneven surface. I would not be surprised if those who were injured would seek civil litigation action against the council	10/29/2017 10:00 AM
10	pretty much most things fit within these titles, as long as there are examples as many people would not realise what 'infrastructure' is, very much Council speak.	10/27/2017 9:42 AM
11	Could be an educational health or physical activity program run by an approved provider over a term .	10/25/2017 9:13 AM
12	would love to develop the lake foreshore with purpose built track the whole community could use, develop the old tip site	10/25/2017 8:36 AM
13	Community art space	10/24/2017 11:18 PM
14	Is there an opportunity for business grants like they do in Corangamite. How good would Murray Street look if a business could get enough money to get their façade updated. Would be a great compliment to the CBD work at the moment.	10/24/2017 4:56 PM
15	Fundraising?	10/24/2017 4:48 PM
16	The small equipment/training could also include one-off events or IT type projects for community organisations that don't fit under the bigger festival grants.	10/24/2017 4:16 PM
17	Improvements to the sporting facilities such as football, netball, cricket and tennis at Apollo Bay	10/24/2017 4:07 PM
18	Funding for arts, youth specific, cultural and multicultural programs and projects that would promote access, participation and inclusion. And programs that are able to apply beyond the first round	10/24/2017 7:34 AM
19	I'm unsure.	10/23/2017 4:14 PM
20	Specifically tourism based projects although they mostly fit under rec facilities	10/20/2017 4:27 PM
21	Waiving of COS fees and charges would be a significant benefit to many applicants and would reduce the merry go round of funds.	10/20/2017 11:16 AM

Council Grant Programs

Q17 How would you rate the effort required to complete the current application forms for Council's grant programs?

Answered: 45 Skipped: 10

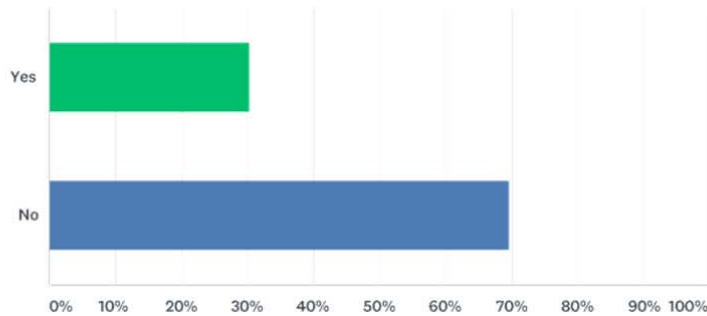


ANSWER CHOICES	RESPONSES	
Easy	11.11%	5
Somewhat easy	15.56%	7
Reasonable	55.56%	25
Hard	17.78%	8
TOTAL		45

Council Grant Programs

Q18 Are there any areas of the application forms or requirements for the application forms that you believe are unnecessary or could be done differently?

Answered: 43 Skipped: 12



ANSWER CHOICES	RESPONSES
Yes	30.23% 13
No	69.77% 30
TOTAL	43

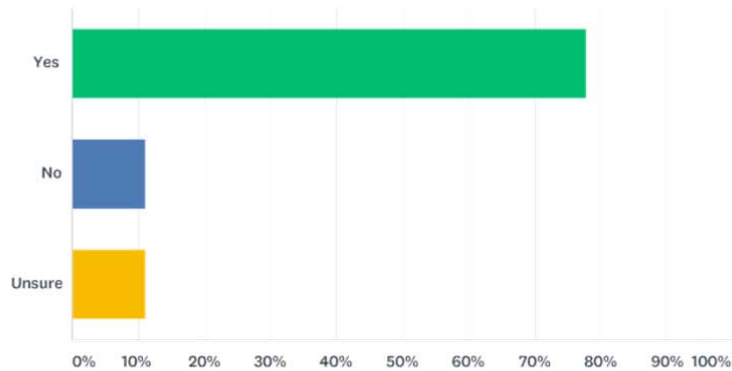
#	IF YES, LET US KNOW WHAT THEY ARE.	DATE
1	The whole thing needs to be re-written to support applications, rather than trying to extract information needed for ticking boxes.	11/7/2017 4:44 PM
2	As a brand new committee we were unsure whether there had been any previous grants received in the past three years. Our financial statements had also not been audited, and the group did not have the funds available to pay for this.	11/6/2017 4:35 PM
3	Unsure, as it has been a long time since application.	10/31/2017 3:55 PM
4	STIP funding is ratepayers money being applied for, for improvement of Council assets by volunteers. All small towns have Masterplans. An improvement should be decided on and then Council staff can do the job they are paid for and gather quotes etc. You can spend hours on an application and if accepted, Council use there own contractors etc. A complete waste of a volunteers time.	10/30/2017 9:40 PM
5	all could be simplified.	10/30/2017 5:30 PM
6	The effort doesn't appear to have scaling of effort for the size of grant	10/30/2017 3:49 PM
7	I personally don't have trouble with the STIP form, but I know other members have complaints with events and maybe other types of applications. However, they are not with me as I'm completing this - the survey closes before our next meeting. In future, if you send out a paper version of a survey of this kind, and allow more than a month for responses (many groups only meet monthly), then we can complete it as a group at a meeting.	10/30/2017 2:28 PM
8	Financial side of things. We had conflicting advice.	10/30/2017 12:25 PM
9	They need to be mad 100% computer fillable. Currently there a several places where this doesn't work.	10/30/2017 9:14 AM

Council Grant Programs

10	can't remember. Would also like to clarify that funding applications are within my skills set, this would not be the case for many community members, which means the same community members end up having to complete the application forms! this can then look as though they are being 'favoured', when in fact the applications may just be completed with all the info required.	10/27/2017 9:42 AM
11	Details of the applicants bank balances	10/26/2017 2:13 PM
12	Having to provide confirmation of our project,after running an orchid show for thirty years..	10/24/2017 7:06 PM
13	But I know that our committee has thought that some of the forms recently introduced are a lot of work. Risk Assessment, Emergency Plans etc. At the same time - can understand why they are required. Would be hard for a group of elderly people though.	10/24/2017 4:56 PM
14	Proposed contractor and Job Safety Data Sheets are probably not necessary to attach to the first stage of the applications until the group has notification from the Shire that they have been successful in funding.	10/24/2017 4:48 PM
15	The budget table could be improved	10/24/2017 7:34 AM
16	As above for Event Bush Fire Readiness. Also - with COPACC assistance - please inform the applicant of ALL the conditions of COPACC hire and all costs involved. With the opening of Trinity College facilities to the public and Red Rock Theatre - COPACC has outpriced itself and conditions such as 10% of stall holders profits to Council and only being able to book into event through Cinema boxoffice, who take their cut - means less use of COPACC and more pressure on ratepayers. \$600 a day for a sound technician is overpriced.	10/21/2017 10:41 PM
17	I think the FESS application is too demanding with Social opportunities,,Short term community benefits:, Long term community benefits:, Economic Development opportunities, Cultural opportunities, community need for this proposal. all requiring detailed explanation. These can be rolled to one statement of benefit	10/20/2017 4:27 PM

Q19 In improving the efficiency of receiving grant applications and supporting documents, would you support Council implementing an online system for the lodgment of applications and all associated documents?

Answered: 45 Skipped: 10



ANSWER CHOICES	RESPONSES	
Yes	77.78%	35
No	11.11%	5
Unsure	11.11%	5
TOTAL		45

#	PLEASE LET US KNOW WHY YOU CHOSE THIS ANSWER.	DATE
1	efficiency	11/8/2017 10:12 PM
2	Council's existing forms (editable WORD or PDF format) are not user-friendly at all.	11/7/2017 4:44 PM
3	A group that I am associated with once missed out on a grant when the application form became attached to the back of another group and was missed in the evaluation process. I have used SmartyGrants and found it to be a much easier/more efficient process. It is more likely to mitigate basic errors such as lost forms, questions not answered, late applications, etc.	11/6/2017 4:35 PM
4	Scanning documents could be a problem for volunteer organizations that do not have this facility. Would a photo of documents emailed be sufficient.	11/1/2017 8:37 PM
5	So many things can be done on line now so it would suit us. I feel it may not suit all groups so might need to retain the pen and paper method too.	10/31/2017 9:33 AM
6	that is how it is done now???	10/30/2017 5:30 PM
7	Yes please	10/30/2017 3:49 PM
8	I find the current system works OK - being able to send around drafts and edit them in Word is a definite advantage. Please don't go down the online forms route as from the user's point of view, we would lose an awful lot of advantages.	10/30/2017 2:28 PM
9	Online seems to be easier to complete	10/29/2017 10:08 PM
10	YES PLEASE! this is a great way to ensure applications can be done in a timely manner.	10/27/2017 9:42 AM
11	Its much easier to browse over the form, then pick it up later on and fill it in as you gather all the information required. Sit on it for a while recheck it and then submit.	10/27/2017 9:16 AM

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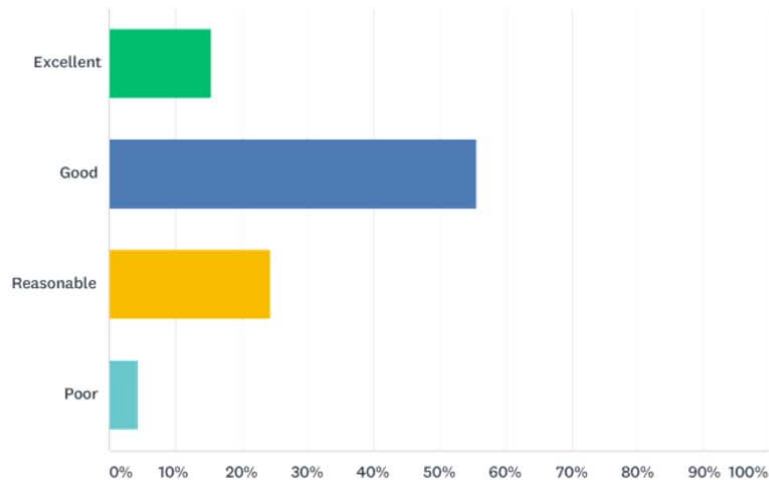
Council Grant Programs

12	Printing several 9-page applications and delivering them to Council offices is not easy or efficient.	10/25/2017 12:33 PM
13	online applications we already use	10/25/2017 8:36 AM
14	Some older community groups may not have access experience offer both ways	10/24/2017 11:18 PM
15	An online document management system would streamline the application process and it could become a live system whereby photos, invoices etc could be added as required. We would need to keep in mind those community groups made of older persons who might less comfortable with the use of technology.	10/24/2017 5:23 PM
16	We are all computer literate. We have applied for equipment and services on line and it is much easier. However, a hard copy would still have to be available for those who do not have the computer skills.	10/24/2017 4:56 PM
17	This can be difficult for the older generation	10/24/2017 4:48 PM
18	Much quicker and easier than filling in, printing, scanning etc.	10/24/2017 4:16 PM
19	there are some clubs/organisations who would not have the ability to lodge online, you would also need to have a drop off application as well (directly to COS office)	10/24/2017 4:13 PM
20	SmartyGrants is very straight forward and does all the hard work for you	10/23/2017 8:48 PM
21	Online "anything" is handy.	10/23/2017 4:14 PM
22	This is the way all applications are going...	10/23/2017 10:14 AM
23	Only if the online applications are compatible with all applicants computer ability, all software while also being available in hardcopy as there are many non computer savy members of our community	10/21/2017 10:41 PM
24	all in the name of simplification for community and staff. The system must allow for cut and paste from previous application for ongoing events	10/20/2017 4:27 PM
25	Systems like smartygrants seems to work OK as we have used this system with Surfcoast shire	10/20/2017 11:16 AM
26	Doesn't matter to me provided we can attach word documents, and print what we submit BUT, there are still some who don't use online.	10/16/2017 6:06 PM

Council Grant Programs

Q20 Council currently uses a number of avenues to promote the grant programs when the various funding programs open. How do you rate the advertising and promotion of Council's grant programs?

Answered: 45 Skipped: 10



ANSWER CHOICES	RESPONSES	
Excellent	15.56%	7
Good	55.56%	25
Reasonable	24.44%	11
Poor	4.44%	2
TOTAL		45

#	PLEASE LET US KNOW WHY YOU CHOSE THIS ANSWER.	DATE
1	Plenty of people do not buy the Colac Herald I would like to see council workers out and about promoting the grants to local groups	11/8/2017 10:12 PM
2	It's one area council is doing well in from my experience.	11/7/2017 4:44 PM
3	Is using radio an option.	11/1/2017 8:37 PM
4	It is good to receive notification through email as some groups may miss article in local press. Some groups may not be aware of the Grant system so Colac Herald and Shire News Letter are helpful, too.	10/31/2017 9:33 AM
5	Sending personal emails to community group secretaries is the best method, from our point of view.	10/30/2017 2:28 PM
6	As a local organisation, we heard about the grants via staff members working at the council.	10/30/2017 12:16 PM
7	Until I was aware of the grant system, due to necessity, I never knew the grants were offered for such a range of activities and projects	10/29/2017 10:08 PM

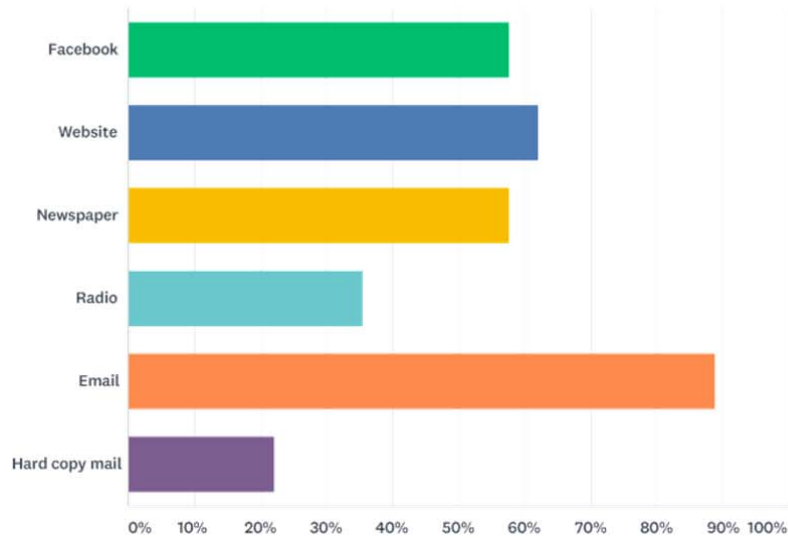
Council Grant Programs

8	for previous question - there would still need to be paper based version of applications so people weren't excluded on basis of IT/skills	10/27/2017 9:42 AM
9	I was our first time last year. so we will now keep an eye on the paper now	10/25/2017 2:58 PM
10	Council's newsletter goes into most households and mail boxes; local newspaper and newsletters which have Council advertisements are seen by many locals.	10/25/2017 12:33 PM
11	I live outsiders community and rely on the locals to tell me they are open .	10/25/2017 9:13 AM
12	I don't know how they advertise grants	10/24/2017 11:18 PM
13	Around our club, there still seems to be some that don't know about the grants even though it is the same time each year. Advance warning would be great via email, website, fb etc. Something like 'Get yourself ready and think about the next project' etc. Some do need quotes and support letters (are these really required?) and they can take some time.	10/24/2017 4:56 PM
14	Despite the great promotion already undertaken, there are community organisations that don't know about/access the grants.	10/24/2017 4:16 PM
15	I have seen mention of the programs via various sources.	10/23/2017 4:14 PM

Council Grant Programs

Q21 What do you believe is the most effective way for Council to promote our grant programs (you can select up to three different methods):

Answered: 45 Skipped: 10



ANSWER CHOICES		RESPONSES	
Facebook		57.78%	26
Website		62.22%	28
Newspaper		57.78%	26
Radio		35.56%	16
Email		88.89%	40
Hard copy mail		22.22%	10
Total Respondents: 45			

#	ARE THERE ANY OTHER METHODS WE COULD USE?	DATE
1	Attending community events, eg local markets, community celebrations etc	11/8/2017 10:12 PM
2	Radio as long as community radio was included.	10/31/2017 3:55 PM
3	I think this level of promotion should cover most groups.	10/31/2017 9:33 AM
4	all the above	10/30/2017 5:30 PM
5	pop ups at local events	10/27/2017 9:42 AM
6	No	10/27/2017 9:16 AM
7	no	10/25/2017 2:58 PM
8	email relevant groups	10/25/2017 8:36 AM

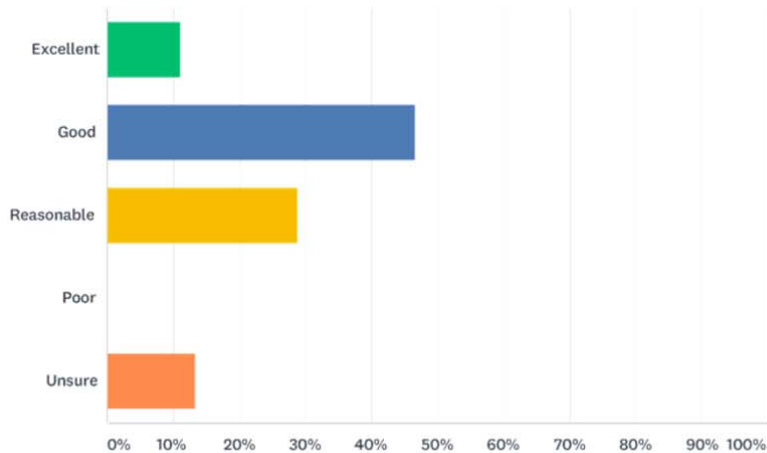
Council Grant Programs

9	No	10/24/2017 4:56 PM
10	When advertising promote the types of activities you supported in the last round and maybe get some regular applicant to promote or even support other new applicants	10/24/2017 7:34 AM
11	Information sessions. Place info in accessible community places such as library, Apollo Bay office, and made available when councillors meet public at their community consultation events.	10/21/2017 10:41 PM
12	text message	10/20/2017 4:27 PM
13	Apollo Bay Newsheet, Apollo bay Radio	10/16/2017 6:06 PM

Council Grant Programs

Q22 It is a requirement of all successful grants that a project completion report be submitted at the end of a project or event. How would you rate the completion report process that Council uses for its grant programs?

Answered: 45 Skipped: 10



ANSWER CHOICES	RESPONSES	
Excellent	11.11%	5
Good	46.67%	21
Reasonable	28.89%	13
Poor	0.00%	0
Unsure	13.33%	6
TOTAL		45

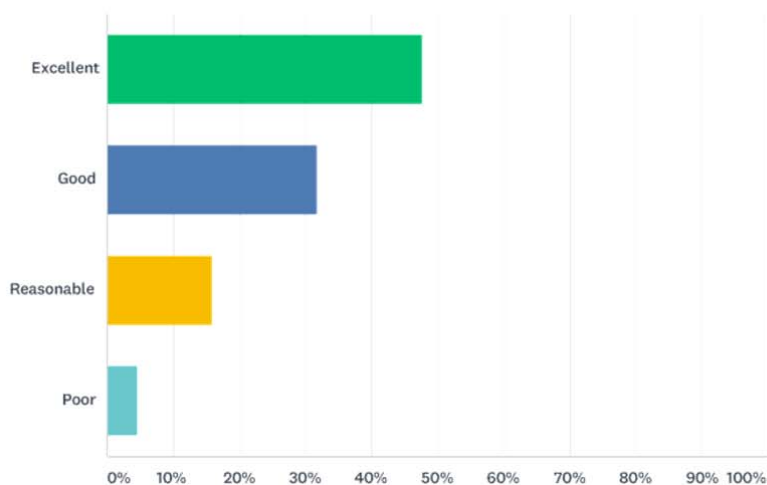
#	PLEASE LET US KNOW WHY YOU CHOSE THIS ANSWER.	DATE
1	I find it straightforward to complete	11/8/2017 10:12 PM
2	An online form would be a lot easier. Again, often multiple people need to be involved in filling in the report - the current format (editable WORD or PDF) does not allow this to occur easily. Maybe split the report into sections so the secretary can fill in one or two parts, and the treasurer fills in another.	11/7/2017 4:44 PM
3	I haven't been through this process, however I have spoken to previous grant recipients who found the acquittal process to be lengthy. It is reasonable to expect evidence of how the grant money is spent, but not an acquittal of the entire project, eg. for a school concert at COPACC the total cost of COPACC hire could be acquitted, but the total cost of the show should not be expected to be included in the report. (Apologies if this is not correct, just what I have been told).	11/6/2017 4:35 PM
4	To be honest, I can't remember how the process went and will have to do it again soon. Sorry	11/1/2017 8:37 PM
5	I have found that the reporting form is quite straight-forward to complete.	10/31/2017 9:33 AM
6	seems the constant changing of staff impedes effective outcomes.	10/30/2017 5:30 PM

Council Grant Programs

7	We have not had to complete our report yet as our event is scheduled for January 2018.	10/30/2017 12:16 PM
8	The report should be sent out a few months prior to the event so that costs can be filled in as they occur rather than wait until after the event. Particularly for events occurring in December and January.	10/30/2017 9:14 AM
9	Just more unnecessary paperwork.	10/29/2017 10:08 PM
10	Let council know there grant was used correctly	10/25/2017 2:58 PM
11	Project completion can be many months after the grant has been received so reporting can be overlooked unless Council staff send a reminder and the reporting form. As the person responsible for reporting on our group's grants, I'm not sure if / when this will happen.	10/25/2017 12:33 PM
12	A lot of paper work and time for 2.5 K grant . Make it short Acquittal and maybe photos .	10/25/2017 9:13 AM
13	Yet to complete the completion report	10/24/2017 5:23 PM
14	As long as it stays at just a couple of pages. The events program seems however to want a lot more information.	10/24/2017 4:56 PM
15	The process is quite user friendly and easy	10/24/2017 4:48 PM
16	Would like to be able to complete online	10/24/2017 4:16 PM
17	Simple to fill in	10/24/2017 7:34 AM
18	The form explains what information is needed.	10/23/2017 4:14 PM
19	Easy to complete -	10/23/2017 10:14 AM
20	Again the detail in the FESS reporting is excessive in the same way as the application	10/20/2017 4:27 PM
21	Necessary part of the process for Council to ensure you have got value Not too onerous	10/16/2017 6:06 PM

Q23 Council has a number of staff who coordinate the grant programs every year. How would you rate the support given to you, your group or business throughout the process of applying, and if successful, completing your project?

Answered: 44 Skipped: 11



ANSWER CHOICES	RESPONSES	
Excellent	47.73%	21
Good	31.82%	14
Reasonable	15.91%	7
Poor	4.55%	2
TOTAL		44

#	PLEASE LET US KNOW WHY YOU CHOSE THIS ANSWER.	DATE
1	Difficult for groups when there are staff changes occurring throughout a project. Takes time to build up trust (both ways). Our group appreciates the staff we have dealt with overall. Very important that staff have an very good understanding of what is likely to be funded when a group makes contact. Our group wasted so much time doing an application two years in a row that in retrospect had no chance. When we looked at the feedback for why we were unsuccessful we felt the worker would have known this at the outset.	11/8/2017 10:12 PM
2	as explained in previous answers, the focus of councils staff has changed from being supportive of local events to forcing those events to comply with what makes the officers daily job easy.	11/7/2017 4:44 PM
3	N/A	11/6/2017 4:35 PM
4	I have only occasionally needed to ask for assistance and have found the staff to be most helpful and supportive.	10/31/2017 9:33 AM
5	The number of pieces of paper is always increasing and sometimes it's just not worth worrying about trying to even start to fill them in.	10/30/2017 9:40 PM

Council Grant Programs

6	in the course of the grant application and the receiving of funds I had to deal with four different staff members with each one not knowing what the previous one had done. I found this frustrating and highly unprofessional.	10/30/2017 5:30 PM
7	Katrina Kehoe is a great help, as I noted in a previous response. Please make sure you keep her!	10/30/2017 2:28 PM
8	Always ready to assist and make the process as easy as possible	10/29/2017 10:08 PM
9	Always ready to help if contacted.	10/27/2017 9:16 AM
10	Sometimes hard to get returned phone calls and or emails	10/26/2017 2:13 PM
11	Nicole did every thing to assist with our application	10/25/2017 2:58 PM
12	Our group has received excellent support and encouragement from Council staff. They are well informed about local group and their activities and are happy to help groups prepare applications that are likely to be successful.	10/25/2017 12:33 PM
13	Shire staff are usually available and always helpful in my experience. Sometimes, the change of staff can be a bit of a problem.	10/24/2017 4:56 PM
14	I am involved in two local organisations and we appreciate the support that is provided whenever we apply for grants.	10/24/2017 4:48 PM
15	My organisation has always felt well supported through the process	10/24/2017 7:34 AM
16	Staff were always happy to answer questions.	10/23/2017 4:14 PM
17	I have outlined my support for staff in a previous question. I cannot fault the support our school has been given.	10/23/2017 10:14 AM
18	As stated Vicki is exceptional and so easy to contact, interact and professional. Others can be over zealous and pedantic.	10/21/2017 10:41 PM

Council Grant Programs

Q24 Is there any other feedback you would like to provide Council on any aspect of the grant programs?

Answered: 22 Skipped: 33

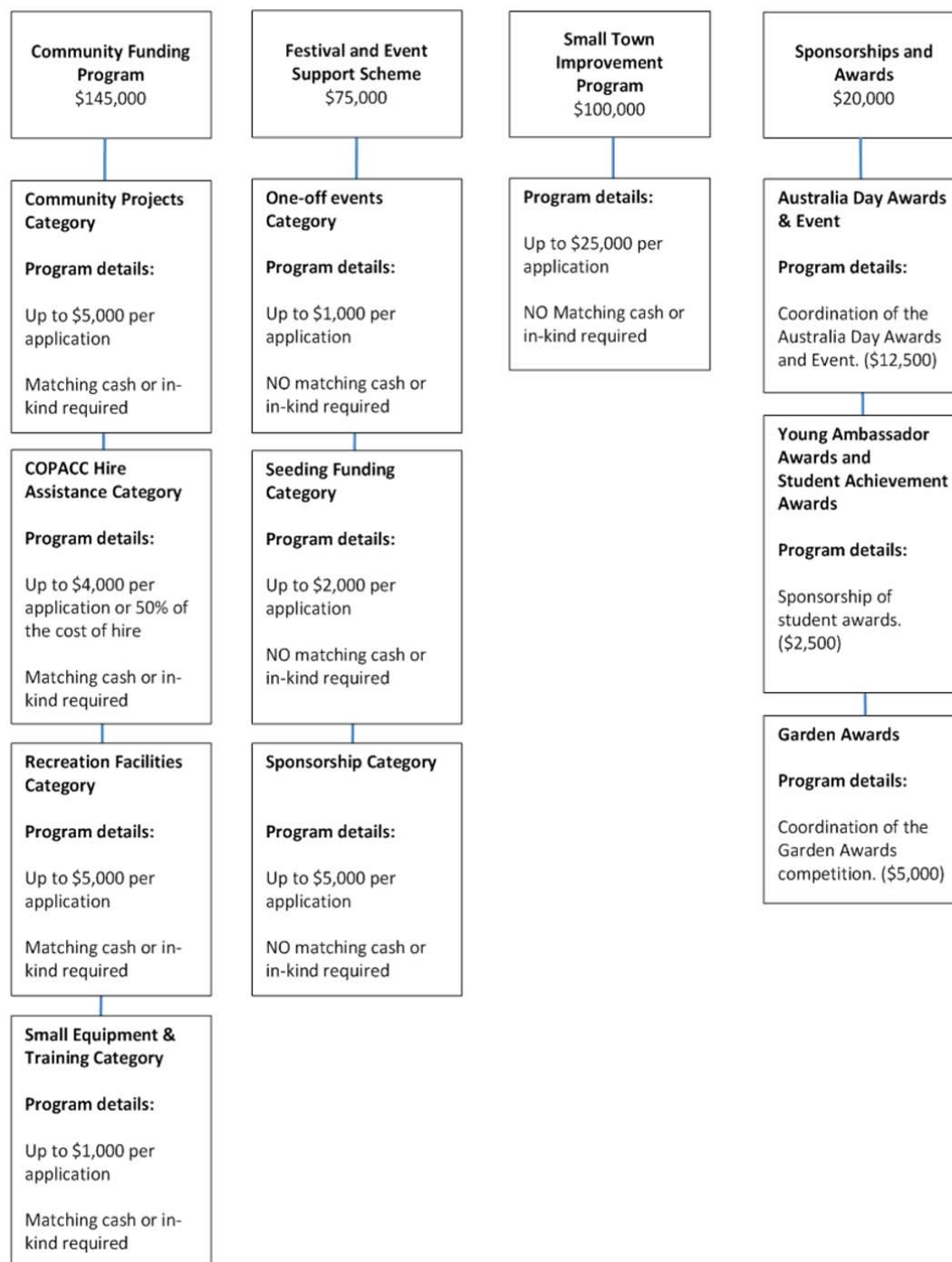
#	RESPONSES	DATE
1	Groups really need a lot of help to keep their facilities maintained and safe. Please don't be so quick to condemn facilities. It takes time for communities to rally around their community spaces and develop the capacity to improve them.	11/8/2017 10:12 PM
2	Not at this stage	11/8/2017 1:18 PM
3	don't you think it is a conflict of interest if someone involved in the grant process is also an office bearer of a community group submitting an application for funding???	11/6/2017 11:56 AM
4	Not really apart from congratulating Council on providing this program to support all the amazing volunteer groups who enrich the fabric of our Shire.	10/31/2017 9:33 AM
5	Council could look at how active the applicants are at raising funds over the year for themselves and how interested they are to attend the Council Grants awards Function	10/27/2017 9:16 AM
6	We don't believe so	10/25/2017 2:58 PM
7	Just keep this program going. Small community groups can achieve a great deal with a little help from Council.	10/25/2017 12:33 PM
8	We love them would love the level to increase to get project completed quicker . Thanks	10/25/2017 9:13 AM
9	no	10/25/2017 8:36 AM
10	Where do you find out about them?	10/24/2017 11:18 PM
11	No	10/24/2017 7:06 PM
12	The Council grants program provides great support to a range of community groups, I also believe rate payers get good value form the program when is \$1 for 1\$ or in-kind matching the grant value.	10/24/2017 5:23 PM
13	Generally, a great program which gives small clubs and events a much needed boost. Would be awful if it disappeared. I attended the grant evening at the Civic Hall and it was wonderful to see how many people attending and it gives others good ideas.	10/24/2017 4:56 PM
14	This program is terrific and supports local clubs and organisations to deliver successful projects that could often not be achieved without the support of this program.	10/24/2017 4:48 PM
15	This is a great opportunity for many organisations to receive funds that they would either have to fundraise for many years to get. A little disappointing that perhaps the organisations - say in Apollo Bay cant co-ordinate 1 representative to collect their certificate at the Grant night. Nothing worse that seeing all these organisations not have someone to represent them.	10/24/2017 4:13 PM
16	I think council should consider getting skilled volunteers to support the application process, perhaps some of the local banks and accountants could be trained in this as a way to deliver on their commitment to corporate volunteering on an annual basis. I personally think that frustration in regard to the process would be due to lack of understanding or knowledge so anything to improve or support these things would be beneficial to everyone	10/24/2017 7:34 AM
17	This is a great opportunity for less financial groups to obtain financial assistance that would otherwise see them not achieve their goals. It is a great way for the Council to give back to the community in very diverse ways.	10/23/2017 4:14 PM
18	Well done - we love it and it has enabled us to offer something we may not otherwise have considered....	10/23/2017 10:14 AM
19	the Budget of the Council Community Grant Programs need to increase to \$1,000,000	10/22/2017 10:43 AM
20	It should be made a requirement of successful application that the the club, group, organisation or what ever, should attend the evening to accept their grant. NO SHOW - NO GRANT, it is an insult to council, staff and other applicants not to attend.	10/21/2017 10:41 PM

41 / 42

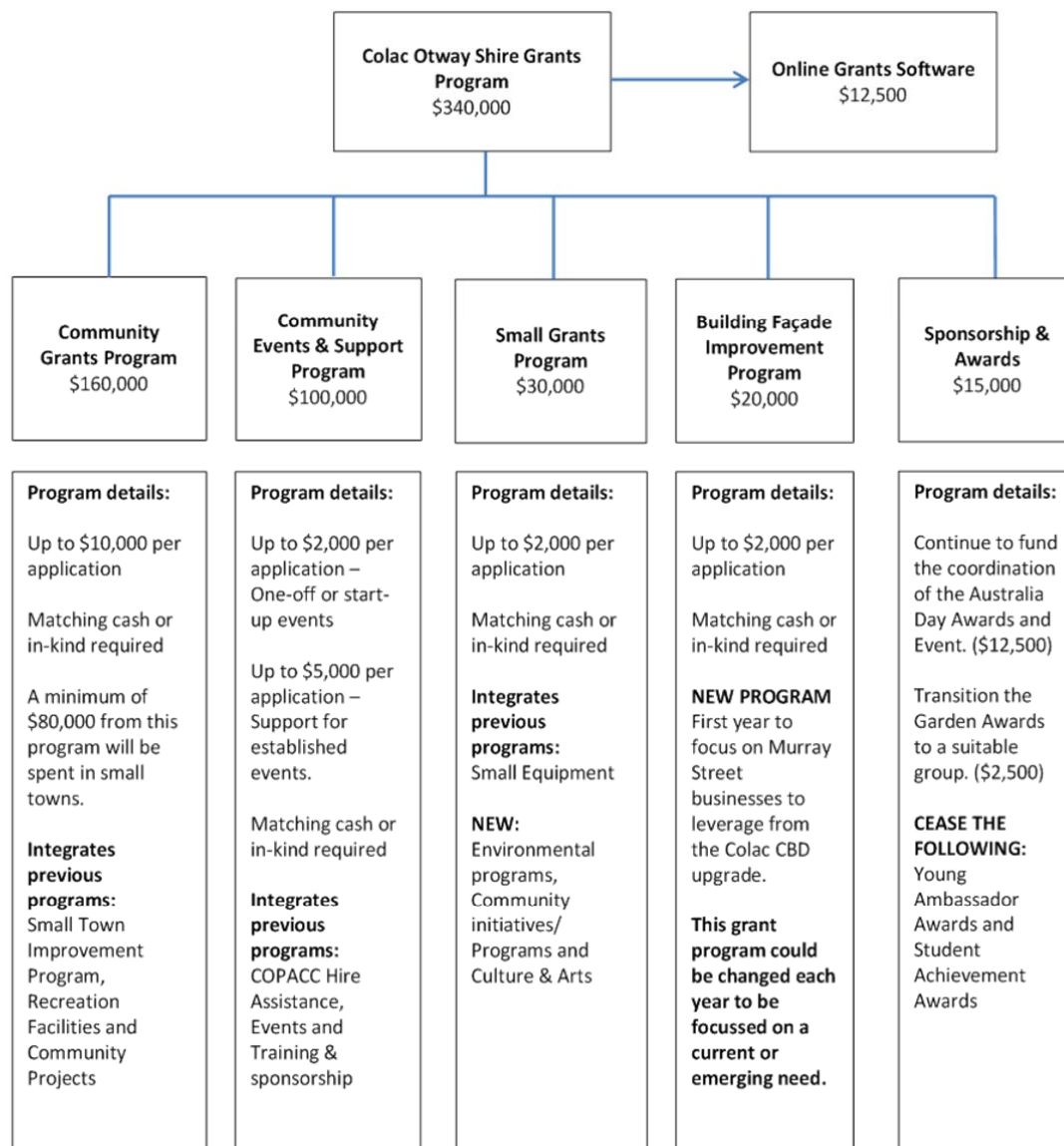
Council Grant Programs

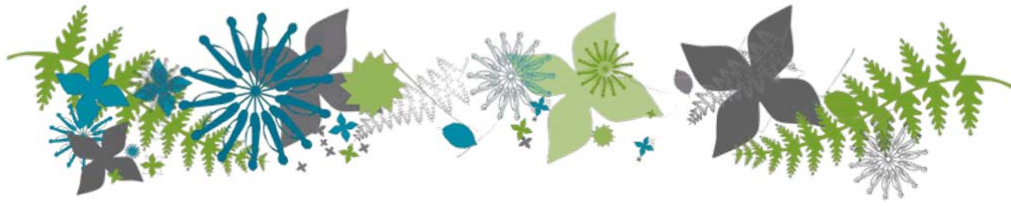
21	Keep it simple and efficient	10/20/2017 11:16 AM
22	Think it's an excellent way of helping volunteer organisations which contribute a lot to the community	10/16/2017 6:06 PM

Existing Grant Program Structure

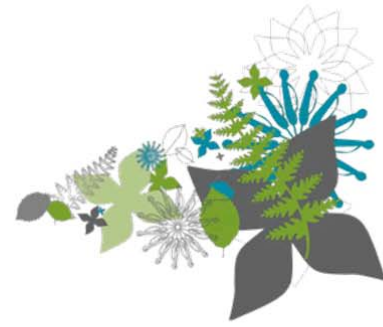


Proposed New Grant Program Structure





2018-19 Colac Otway Shire Grants Program Guidelines



Contents

Program Description and Objectives

1. **What is the Community Funding Grants Program?**
2. **Who can apply?**
3. **What types of activities might be funded?**
 - 3.1 What will not be funded?
4. **What are the funding details?**
5. **What is the application process?**
7. **How will applications be assessed?**
 - 7.1 Information you will need to provide as part of your application
 - 7.2 What are the assessment criteria?
8. **Conditions that apply to applications and funding**
 - 8.1 Funding agreements
 - 8.2 Acknowledging Council's support and promoting success
 - 8.3 Privacy
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10. **Information Sessions**

Program Category Key Information

Category 1 – Community Grants Program

Category 2 – Community Events & Support Program

Category 3 – Small Grants Program

Category 4 – Building Façade Improvement Program

Program description and objectives

1. What is the Grants Program?

The Colac Otway Shire Council Grants Program provides one-off financial assistance grants to assist not-for-profit, community organisations, event organisers and businesses in providing opportunities that benefit the wider community and help in achieving goals and outcomes consistent with Council's objectives.

The program supports our community's through the support of community projects, community and recreation infrastructure improvements, community activities and programs and events that contribute to community strengthening and bring a wide range of social and economic returns to the Shire.

The program aims to provide an opportunity for a wide range of groups to obtain a share of the grant funds for a varied range of projects and events within the Colac Otway Shire.

The total pool of \$310,000 is available for the Community Funding Program. All categories require matching funding via cash or in-kind from the applicant on a \$1 for \$1 basis.

Council's program also includes \$15,000 funding to facilitate hosting the Australia Day Awards and Event and the Garden Awards.

The program has four funding categories.

Category 1: Community Grants Program

Total category fund limit: \$160,000

Grants up to \$10,000 are available.

Category 2: Community Events and Support Program

Total category fund limit: \$100,000

This category provides:

- Grants up to \$5,000 to provide support for sponsorship for established events
- Grants up to \$2,000 to provide support for one-off or start-up events.

- COPACC Hire Assistance

Grants available for up to 50% of the cost of standard room hire at COPACC for the provision of performing arts and cultural activities.

The maximum grant available is \$5,000.

Category 3: Small Grants Program

Total category fund limit: \$30,000

Grants up to \$2,000 are available.

Category 4: Building Façade Improvement Program (Colac)

Total category fund limit: \$20,000

Grants up to \$2,000 are available.

Upgrade or improve the shop/business façade in Murray Street, Colac.

2. Who can apply?

Community organisations or organisations that are providing a direct benefit to the Colac Otway Shire may apply. Applicants must:

- Be non-government, not-for-profit and registered as an incorporated body at the time of application for the project duration.

If an applicant organisation is not registered as an incorporated body, it must arrange for a legally constituted organisation to manage the grant funds. Auspice organisations must provide a letter of consent which must be included with your application.

- Possess an Australian Business Number (ABN) or provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.
- Have satisfactorily met reporting requirements on any previous grants received from Colac Otway Shire.

Category 2 - Event organisers can apply if the event is held in the Colac Otway Shire. 'Event organiser' means a commercial entity, community group or individual who undertakes the planning, control or management and/or implementation of an event.

Schools are eligible to apply for COPACC Hire Assistance only.

Category 4 - All businesses located in the commercial area of Murray Street Colac that have street frontage will be eligible to apply for Category 4.

Note: Any club or organisation can only submit one application in any one category.

3. What type of activities might be funded?

Eligible items may include but are not limited to:

- Community initiatives.
- Arts and culture projects.
- Environmental projects.
- Projects that encourage participation in community activities.
- Projects that revitalise community and recreation facilities.
- Recreation or community facility upgrades or improvements including high priority routine and cyclical maintenance.
- Equipment purchases that are facility enhancing designed to remain as part of a facility or which provide general benefit to groups.
- Training for the development of specialist skills for volunteer community members.
- Festivals and events.
- Performing arts and cultural activities/events at COPACC.
- Commercial building façade improvements.

Refer to the **Program Category Key Information** in these guidelines for specific details.

3.1 What will not be funded?

- Applications received after the closing date.
- For Categories 1 and 3, applications will not be accepted from or on behalf of individuals.
- Standard Council infrastructure is not eligible to be funded through any grant program. For example: footpaths, bins, drainage, road construction, upgrades to Council owned buildings if compliance

- related or within the current lease arrangements.
- Groups cannot receive a grant in any grant program in future years if they have not completed an acquittal report for a previous grant you have received.
- Requests for retrospective funding are not eligible for funding. The project activity cannot commence or equipment purchased prior to the funding being approved.
- Funding is not available for ongoing expenses including recurrent operating costs and salary subsidies. E.g: rent, utility costs, staff wages, etc.
- Public Liability Insurance.
- Capital expenditure over \$20,000.
- Administrative costs.
- Projects considered the responsibility of other agencies.

4. What are the funding details?

The following conditions will apply to activities that receive a grant:

- The grant recipient (or the Auspicing organisation who will manage the funds) must enter into a funding agreement with Colac Otway Shire Council which sets out the conditions and reporting requirements.
- The project must be completed within the financial year in which the grant is received. Any unspent funds must be returned to Colac Otway Shire Council.
- Funds must be spent on the activity as described in the application. Any proposed variation to the approved activity must be submitted to Colac Otway Shire Council for approval prior to implementation.

- Grant recipients (or those that managing the funds) without an Australian Business Number (ABN) must provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.
- Grants to recipients (or those managing the funds) not registered for GST will have payments made exclusive of GST.

5. What is the application process?

Applications will be considered in an assessment round each year as detailed in the table below:

Funding round	Applications open	Applications close
2018-2019	March 2018	April 2018

There are some important steps to consider before submitting an application.

Step 1: Check your eligibility

Check the detailed information contained in this guide to see if your organisation and your proposed activity is eligible. Other important information about this grant program and the application process can be found at:

www.colacotway.vic.gov.au

It is highly recommended applicants contact Colac Otway Shire Council to discuss your application.

Contact details are:
 Grants Officer
 Colac Otway Shire
 2-6 Rae Street Colac
 Ph: 5232 9400
 Email: inq@colacotway.vic.gov.au
www.colacotway.vic.gov.au

Step 2: To apply

To obtain the application form, go to <http://www.colacotway.vic.gov.au/Community-services/Apply-for-a-grant>

To complete your application, make sure you have the information you need on hand including required documents if applicable (e.g: recent quotes, land owners consent, public liability insurance, letters of support, etc).

Attach the application in your email and submit to ing@colacotway.vic.gov.au with *Colac Otway Shire Grants Program 2018/2019* in the subject line.

Attaching required information to your application

You can attach documents to your electronic application as long as they are in an acceptable file type (e.g. Word, Excel, PDF or JPEG) and don't exceed the maximum file size. Attached files must not be larger than 10MB in size.

Applications may be completed in hardcopy and submitted to:

Colac Otway Shire Grants Program
Colac Otway Shire
PO Box 283
COLAC VIC 3250

Or in person at:

- 2-6 Rae Street, Colac Vic 3250
- 69 Nelson Street, Apollo Bay Vic 3233 (9am – 1pm)

IMPORTANT

The Colac Otway Shire Grants Program is a competitive funding program. Applicants should note that the submission of an application does not guarantee funding of the proposal.

7. How will applications be assessed?

Eligible applications will be assessed based on responses provided in the application form. The assessment criteria is outlined in these guidelines on page 7.

Applications will be assessed against the assessment criteria in the application form.

Eligibility does not guarantee success. It is a competitive program and often more applications are received than can be funded.

Please note that the assessment process may take up to three (3) months from the closing date. Applicants will receive written notification whether the application has been successful or unsuccessful following the decision by Council at an Ordinary Council Meeting.

7.1 Information you will need to provide as part of your application

All applications must provide a quote prepared within the past three (3) months for the project or event. The quote must include:

- Details of individual items to be purchased or project activity to be undertaken.
- Total project cost of items or services to be purchased for an event.

NOTE: Applications submitted without an adequately detailed quote may not be recommended for funding.

The program will not fund items that have been purchased or projects or events that have commenced prior to the funding announcement as outlined in these guidelines.

Include the following as part of your application (if applicable):

- Letter(s) of support from organisation(s) involved in the proposed project.
- If required, include land manager or land owner's consent for the project or event to be undertaken on their land.

Public Liability Insurance is required for all projects or events and is not funded by the grant program. A Certificate of Currency must be submitted with your application.

A Risk Assessment must be completed and submitted for all applications other than for equipment purchases.

7.2 What are the Assessment Criteria?

To be competitive, you will need to address each of the assessment criteria in your application.

Your application will be assessed against each of the four assessment criteria using the weighting indicated in the application form and in these guidelines. The application form asks questions that relate to the assessment criteria to assist you with your response.

How much information do I provide?

The amount of detail and supporting evidence you provide should be relative to the project size, complexity and grant amount. The application displays word limits as a guide as to how much information (maximum) is required to provide sufficient details to support your application.

Assessment Criteria 1 – What benefits will the project provide to your organisation and the broader community? (Weighting 50%)

In your response, please describe:

- The anticipated benefits of the project or event to the community.

- How is the project or event supporting the local community?
- Details of short term and long term benefits
- Who will benefit from the project or event?
- The expected number of people who will benefit from the project or attend the event
- The benefit for current and future generations.

Assessment Criteria 2 – Why is this project needed? (Criteria 20%)

In your response, please describe:

- How is this project or event supporting the local community?
- What demand exists that has created the idea for this project or event?
- The evidence to show why this approach will work?
- To demonstrate support from the community for your project and for **all new events** attach support letters and detail any discussions held with related groups in the area.

Assessment Criteria 3 – How will the project be delivered? (Weighting 15%)

Applications must clearly demonstrate the capacity of the applicant to deliver the project.

In your response, please describe:

- Who will manage the project?
- What planning has been undertaken to complete this project or run the event?
- Detail the stages involved in your project or event and how you propose to deliver it.
- If it involves knowledge and skills development.
- Will the project be an innovative and creative response to the issue?
- Will it be sustainable? Explain how you intend to fund this project or event into the future.

Assessment Criteria 4 – Who is involved? (Weighting 15%)

In your response, please describe:

- Who are the partners?
- Will there be voluntary or in-kind contributions?
- How many people from your organisation will be involved?
- Does the project actively involve a range of stakeholders?
- What size audience are you expecting?
- Who is the target market to benefit from your project or event?

Budget

A completed budget that accurately reflects your project or event must be included in your application. The budget should include details on all income (all sources of funding which will be used to deliver the project) and expenditure (all costs involved in the project). Please provide copies of quotes with your application where applicable. The budget must include the matching contribution required for your project category including cash and in-kind contributions. It is important to detail the in-kind contributions, if any, that will be made to the project in the in-kind section in the application.

The income and expenditure columns must balance/be equal.

Assessment Criteria	Weighting
Community Benefits	50%
Addressing a need for the project or event	20%
Planning and Project or event delivery	15%
Involvement of stakeholders, partners, volunteers	15%

An unsuccessful application does not necessarily mean that the project or activity is unworthy of support. An application could be rejected because of limited resources or the need to balance support given to a wide range of proposals after considering the assessment criteria.

Council will work with unsuccessful applicants to identify alternate funding sources and/or enhance their application for future funding rounds for the Colac Otway Shire Grants Program.

Cash contributions

Cash contributions over \$5,000 can be confirmed by providing a detailed financial statement or Treasurer's report for the past two (2) years.

Cash contribution under \$5,000 can be confirmed by providing a copy of a current Bank Statement.

In-kind contributions

What is an in-kind contribution?

An in-kind contribution means support, other than money, provided by your organisation towards your project. This can include voluntary labour (e.g. painting work) or donated goods and services (e.g. kitchen equipment or professional advice from an architect).

In-kind contribution calculations

If you have in-kind contributions that count towards your organisation's matching funding contribution for an activity, you will be asked to outline in-kind contributions as part of your application:

- As part of the budget proposed in the application form (all applications)
- As a completed "In-Kind Contributions Worksheet" submitted with your application form.

To help you with evidence of in-kind contributions, download the In-Kind Contributions Worksheet.

In-kind contributions received

You need to submit written records of in-kind contributions received for your activity. It is your organisation's responsibility to keep written records (e.g. letter of donations or receipts) of the in-kind support committed or received.

Example of how to calculate your in-kind contribution

Goods/ service to be provided	Organisation or Supplier	No. of Hours	Rate per hour	Total Value (\$)
Architectural drawings	Smith Consulting	10	\$45	\$450
Labour to paint the new community hall – 5 people	Members of XYZ community organisation	10	\$20	\$200
Donation of new kitchen equipment	Commercial Kitchens Ltd	n/a	n/a	\$4,000
	Total			\$4,650

8. Conditions that apply to the Colac Otway Shire Grants Program

8.1 Funding agreements

Successful applicants must enter into a funding agreement with the Colac Otway Shire Council. Funding agreements establish the parties commitments and obligations to each other and set out the general terms and conditions of funding.

Different terms and conditions may apply to different types of grants and grant recipients. These terms and conditions will be discussed with the successful applicant prior to finalising the agreement.

Project Acquittal / Completion Report Process

At the completion of the project or event, a completion report/project acquittal must be submitted to Colac Otway Shire Council. The project acquittal/completion report should include:

- A summary of the project including feedback on the things that went well and also things that you have learnt from the project.
- The success of the project or event and achievements.
- A financial statement must be completed with receipts attached to detail how the projects or events funds were expended.
- Copies of project or event promotional materials, photographs or video.
- Evidence of acknowledgement of Council's support e.g: club newsletter, media articles, etc.

A group which fails to submit an appropriate project acquittal/completion report will be ineligible to apply for funding under any future rounds of the Colac Otway Shire Grants Program until their acquittal/completion report is completed and reviewed by Council as appropriate.

Public Liability Insurance of at least \$10 million is required for all projects and events other than equipment purchases. A Certificate of Currency must be submitted with your application.

Category 2 – Community Events & Support Program

For major events only, Public Liability Insurance is increased to \$20 million. A Certificate of Currency must be submitted with your application.

Event organisers holding events on Council owned or managed land are required to complete and sign the Colac Otway Shire Council's Indemnity Form.

Ongoing Council support should not be relied upon, as each year applications will be assessed in conjunction with other applications and will be determined on funding availability.

8.2 Acknowledging the Council's support and promoting success

Successful applicants need to acknowledge the Colac Otway Shire Council's support through the provision of a grant from *Colac Otway Shire Council's Grants Program*. Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Colac Otway Shire Council support through logo presentation on any activity-related publications, media releases and promotional material, written or verbal acknowledgement at presentations or 'openings' and/or placing a Colac Otway Shire endorsed sign at the site of infrastructure activities.

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the Council's marketing materials.

8.3 Privacy

The Colac Otway Shire Council is committed to protecting your privacy. We collect and handle any personal information about you or a third party in your application, for the purpose of administering your grant application and informing the public of successful applications. In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal information with others for the purpose of assessment, consultation, and reporting. This can include Council staff or Councillors.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the

Privacy and Data Protection Act 2014 (Vic) and other applicable laws.

The Colac Otway Shire Council's Privacy Policy can be found at www.colacotway.vic.gov.au enter Search - Privacy Statement.

9. Resources and additional information

For questions relating to the program, applications or your proposal, contact Colac Otway Shire Council on (03) 5232 9400 weekdays between 9.00am and 5pm or inq@colacotway.vic.gov.au

If your query is related to the Grants program, your proposal or application, please ask for the Grants Officer.

If your query is related to an event, please ask for the Events Officer.

If your query is related to the Building Façade Improvement Program and you are enquiring about the potential need for a Planning or Building Permit, contact the Grants Officer and they can assist you with your enquiry.

10. Information Session

Two information sessions will be held to outline the Colac Otway Shire Grants Program. Community members and groups are encouraged to attend and take this opportunity to discuss proposed projects and applications, and seek answers to any specific questions.

Details of the sessions will be advertised on Colac Otway Shire Council website.

www.colacotway.vic.gov.au

Program Category Key Information

Category 1: Community Grants Program

Total category fund limit: \$160,000

Grants up to \$10,000 are available.
Grants are provided on a matching cash and/or in-kind basis.

What type of activities might be eligible?

This category provides funding to Committees of Management and organisations responsible for community facilities, including public halls and recreation reserves, to assist with minor facility refurbishments and purchases that assist with delivery of the service. The applicant must demonstrate the project provides long term community benefit.

This category provides assistance to Community Groups for a broad range of community development programs, services, activities or new initiatives. (Former Small Town Improvement Program (STIP) projects may be eligible under this category).

Strategic plans and updates of community priorities including Master Plans for recreation reserves/facilities will also be considered.

What type of activities might be funded?

Eligible items may include but are not limited to:

- Community projects and initiatives
- Community programs that encourage health and well being
- Arts and culture projects
- Environmental projects
- Recreation or hall facility upgrades
- Projects that demonstrate broad benefit to the Colac Otway community.
- Initiatives that demonstrate multiple benefits, which may include cultural, environmental, heritage, health and wellbeing, social support and community participation outcomes.
- Equipment purchases including sporting and safety equipment and community programs that would assist with the operation of a community group or organisation that is not eligible under Category 3 Small Grants Program due to the cost.
- Minor repairs and works.
- Minor capital improvements of community and recreation facilities up to \$20,000. Excludes project on Council owned buildings if compliance related or within the current lease arrangements.
- Strategic Planning activities that identify opportunities for growth and development. This may include master plans, feasibility plans, action plans or business plans for Council managed Committees of Management of Council facilities.

Category 2:

Community Events & Support Program

Total category fund limit: \$100,000

This category provides:

- Grants up to \$5,000 to provide support for sponsorship for established events
- Grants up to \$2,000 to provide support for one-off or start-up events.

Grants are provided on a matching cash and/or in-kind basis.

What type of activities might be funded?

Groups and organisations can seek funds for events and programs within the Shire for:

- Established annual events (funding for development and growth of events)
- New events (seed funding)
- One off events
- Not-for-profit events
- Commercial events (subject to substantial community return)
- COPACC Hire assistance
- Training for the development of specialist skills for volunteer community members
- Education or coaching courses for officials, administrators or relevant community members
- First Aid and CPR Training for staff and volunteers

An **event** means any planned activity open to the public, where any structure (permanent or temporary), open area or road, (fenced or unfenced) will contain a number of persons greater than that normally found in that area or location at one time. This activity may affect

the location surrounding the area prior to, during or after the activity, and includes:

- Sporting activities, whether conducted in an enclosed or unenclosed ground or venue (but does not include a regular, locally focused and organised sporting competition at a venue built for that sport).
- One off or annual events such as meetings held in parks or sporting venues and promotional events.
- Live performances and concerts.
- Festivals.

Events eligible for funding must be designed to benefit Colac Otway Shire's residents and businesses, and have a strong community focus. Events should enhance the region's profile, develop community cooperation and cohesion, build local skills or in other ways have a positive impact on the local community.

Events can include but are not restricted to cultural, historical, artistic (music, theatre, visual), sporting, culinary, environmental and could include markets, festivals and exhibitions.

Eligible costs associated with events could include:

- Signage
- Promotional material
- Professional project event management
- Hire costs (e.g: performers, PA equipment, staging, portable toilets etc)
- Equipment Hire

COPACC Hire Assistance of up to 50% of the cost of room hire at COPACC. Room hires for the Auditorium and Civic Hall includes standard lighting.

A permit may be required for your event.

All applicants should discuss their event with Council's Event Officer. Please contact the Events Officer on 5232 9400 between 9.00am – 5.00pm, Monday to Friday or inq@colacotway.vic.gov.au

Public Liability Insurance is required for all events and is not funded under this grant program. A Certificate of Currency must be submitted with your application.

Preference is given to events that are organised co-operatively and where some profits will be distributed back into the community.

What will not be funded?

Events not supported are those that:

- Are conducted completely outside of the Colac Otway Shire boundary
- Lack a strong community base
- Event organisers are accepting sponsorship from companies that Council deem are not suitable or do not align with the Council Plan 2017-2021.
- General ongoing administration costs.
- Total funding of the festival or event.
- Retrospective funding of festival or event.
- Seek funding for Public Liability Insurance for the event.

COPACC Hire Assistance is not available for fund raising activities or projects.

COPACC Hire Assistance does not include:

- Cleaning
- Box office fees
- Security
- Catering
- Piano tunes
- Labour charges
- Specialised lighting

Information you will need to provide as part of your application

COPACC Hire Assistance quotes must be obtained from COPACC at least 10 days prior to the application closing date. The quote must include event dates and resources required (room, audio-visual support, labour and technical staff).

Category 3:

Small Grants Program

Total category fund limit: \$30,000

Grants up to \$2,000 are available.

Grants are provided on a matching cash and/or in-kind basis.

This category provides funding to purchase or undertake projects related to:

- Small equipment to enhance facilities and designed to remain as part of the facility
- Community programs that encourage health and wellbeing participation and show economic benefits
- Community projects
- Environmental community projects
- Community initiatives
- Cultural & Arts projects

- Community Variable Message Sign
- Outdoor equipment for playgroup sessions with an emphasis on active play
- Purchase of Sunshade
- Purchase of whitegoods
- Purchase of IT equipment that assists in the running and administration of the club or community organisation
- Purchase of tools specific to club/organisation activities

NOTE – all equipment purchases must remain as part of the facility/organisation.

What type of activities might be funded?

To purchase small equipment, such as:

- appliances
- furniture
- sporting equipment
- First Aid equipment
- uniforms

Examples of projects that might be funded:

- Install watering system to automatically water communal garden beds
- Purchase a defibrillator unit
- Purchase work benches, tables, cupboard, tools and safety equipment

Category 4:

Building Façade Improvement Program – Murray Street, Colac

Total category fund limit: \$20,000

Grants up to \$2,000 are available.

Grants are provided on a matching cash and/or in-kind basis.

What type of activities might be funded?

- Exterior painting of business building façade.
- Cleaning the existing façade.
- Removal or replacement of redundant signage, air conditioning units and hoardings.
- Minor repair, maintenance or reinstatement of missing elements.
- Minor repairs to existing façade tile or stone accents.
- Minor repairs to structural façade elements and awnings.
- New, repairs and replacements of verandahs.
- External signage.

Please note: A Planning Permit or other permits related to your proposal may be required.

Information you will need to provide as part of your application

You will need to provide the following documents as part of your application:

- Description of works to be completed as part of the application form
- A quote for the proposed works

- Where the application is proposing the painting of a building, the colour palette will need to be provided for approval by Council.
- Photographs of the buildings existing condition will need to be provided including close ups of the affected areas. Photographs will also need to be provided following the completion of the works if the application is successful.
- A Planning Permit may be required for the proposed works that need to be completed. The permit process, if required, can run concurrently with this application.
- If your building is heritage listed, you will be required to undertake research to provide Council with evidence including photographs or other documentation. Council can assist with this research or provide information on whether your business is located within a heritage building or area.
- Public Liability Insurance is required for all projects and is not funded by the grant program. A Certificate of Currency must be submitted with your application.

What will not be funded?

- Requests for retrospective funding are not eligible for funding. The project activity cannot commence or equipment purchased prior to the funding being approved.
- Ongoing or administrative costs not directly related to the project.
- Equipment purchasing (e.g: ladders, gurneys, scaffolding, and safety barriers) Hiring of equipment is permitted when related directly to the project.
- Applications will not be considered for projects that have already received funding from Council.
- Proposed works where a planning permit has been refused.

ORDINARY COUNCIL MEETING

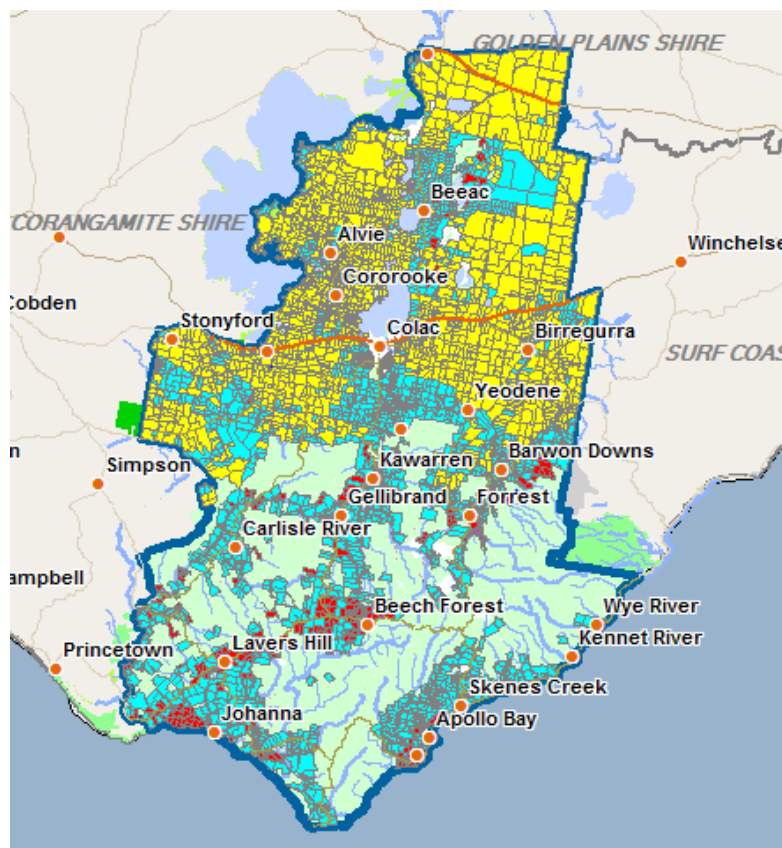
AUSTRALIA DAY ADVISORY COMMITTEE

TERMS OF REFERENCE

OM182802-8

LOCATION / ADDRESS	Municipality	GENERAL MANAGER	Gareth Smith
OFFICER	Hege Eier	DIVISION	Development & Community Services
TRIM FILE	F17/1914	CONFIDENTIAL	No
ATTACHMENTS	1. Australia Day Advisory Committee Terms of Reference 20180222a		
PURPOSE	For Council to endorse the Terms of Reference for the Australia Day Advisory Committee		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

On Australia Day 26 January, the National Australia Day Council (NADC) together with the State and Territory Australia Day, Councils and Committees oversee and co-ordinate Australia Day events and Australia Day Awards on a state and national level.

Towns and regional Councils with the support of State and Territory Australia Day Councils administer Australia Day Awards and deliver local Australia Day events. The Colac Otway Shire supports Australia Day celebrations at a local level by committing funds and resources to conduct an official Australia Day event and deliver COS Australia Day Awards on 26 January annually.

In 2010 Council adopted an official Expression of Interest process for community groups wishing to work in partnership with the Shire to plan and deliver the Australia Day event in their town/community. While the EOI to host Australia Day has involved the community in the planning and delivery of the event, it has provided limited opportunities for the community to be involved in decision making in regards to the awards and the future direction of the event.

Working in partnership and communicating regularly with the community in regards to the Australia Day Event and the Australia Day Awards aligns with the goals and strategies in the Council plan. It connects people through events and activities and fosters a diverse and inclusive community where residents have the opportunity to participate in decision-making.

In January 2018 Council considered a report which suggested that Council provide stronger community ownership of the awards and the event by inviting community members (through an EOI process) to participate on an Australia Day Advisory Committee (ADAC).

The report suggested that the primary role of the ADAC be to provide Council with recommendations in regards to the awards and the event and to provide an avenue for feedback from the working group as established by the successful host community. Council resolved to support this recommendation.

Officers have drafted terms of reference for the proposed ADAC for Council consideration and also seek Council to appoint of up to two Councillors to the ADAC.

3. RECOMMENDATION

That Council:

- 1. Endorse the attached Terms of Reference for the Australia Day Advisory Committee.***
- 2. Authorise Council officers to conduct an expression of interest process for community representation on the Australia Day Advisory Committee, with appointment of nominees subject to a future Council decision.***
- 3. Appoint up to two Councillors to the Australia Day Advisory Committee.***

4. BACKGROUND / KEY INFORMATION

BACKGROUND

On 26 January, Australia Day celebrations are held throughout Australia. The National Australia Day Council (NADC) together with the state and territory Australia Day Councils and Committees oversee and co-ordinate Australia Day Awards and events on a state and national level.

Towns and local Councils with the support of State and Territory Australia Day Councils administer Australia Day Awards and events on a local level.

Council supports Australia Day celebrations on a local level by committing funds to deliver an Australia Day event and Australia Day Awards.

The COS Australia Day Award program acknowledges residents who have made a significant contribution to the community and recipients are selected in accordance with the selection and eligibility criteria outlined in the COS Australia Day Award Guidelines. Council's Australia Day Awards are presented at the official COS Australia Day event held on Australia Day 26 January every year.

Prior to 2009 COS hosted two similar but separate events on Australia Day, one in Colac followed by another in Apollo Bay. In 2010 Council adopted an official EOI process for towns and communities to nominate their interest to host the official Australia Day event.

The introduction of the EOI process created the possibility for various towns in the Shire to host the celebrations, with regional centres and small towns having equal access and opportunity to showcase social, cultural and recreational opportunities in their town.

Prior to 2015 recommendations relating to the successful host town and the successful Australia Day Awards recipients were presented to Council by the Australia Day Advisory Committee (ADAC) consisting of four or more councillors.

Following the dissolution of a number of council's advisory committees in 2015, an Australia Day Award Internal Assessment Panel consisting of five (5) council officers (from across four (4) Council departments) have provided a recommendation to Council as to the successful host town and Australia Day Award recipients.

In January 2018 Council considered a report which suggested that Council provide stronger community ownership of the awards and the event by inviting community members (through an EOI process) to participate on an Australia Day Advisory Committee (ADAC).

The report also suggested that the primary role of the ADAC be to provide Council with recommendations in regards to the awards and the event and to provide an avenue for feedback from the working group as established by the successful host community. Council resolved to support this recommendation.

KEY INFORMATION

The Terms of Reference (ToR) for the ADAC has now been drafted and is attached to this report, which clarifies the community membership and responsibilities proposed. Council's consideration to endorse the attached ToR is now invited.

The draft ToR also suggest up to two Councillors be appointed to the ADAC and this report also seeks Council to appoint these representatives.

PURPOSE

The purpose of the ADAC is to:

- Consider Australia Day Award Nominations and make a recommendation to Council in line with the Australia Day Award Guidelines as to the successful award recipients.
- Consider EOIs to host the Australia Day event and make a recommendation to Council in line with the EOI to host Australia Day Guidelines as to the successful host town.
- Review the Australia Day Award Guidelines and EOI to Host Australia Day Guidelines and make recommendations to Council as to changes to the guidelines.
- Actively seek feedback from the Australia Day Working Committee and the wider community in regards to the Australia Day Awards and the Australia Day event operations.

The ADAC will act in an advisory capacity only and have no delegated authority to make decisions. The ADAC will provide advice and recommendations to Council and staff to assist them in their decision making.

MEMBERSHIP

The attached ToR proposes the following ADAC membership:

- Up to 2 Councillors
- Up to 5 Community Representatives (by EOI – every two years)

The following Council staff will be invited to attend committee meetings to provide advice and support to the committee, but will have no voting rights:

- General Manager Development and Community Services Colac Otway Shire
- Manager Economic Development and Tourism - Colac Otway Shire
- Council Officer - Events Project Officer Colac Otway Shire

Whilst the decision on membership is for Council to determine, the committee structure needs to be of a workable size as the committee is required to be part of a number of decision making processes (subject to Council endorsement).

Further community consultation can be undertaken with the wider community in regards to the award categories, award guidelines and the EOI to host Australia Day process. The ADAC would determine the best ways for this consultation to occur.

SELECTION OF COMMUNITY REPRESENTATIVES

Community representatives will be selected every 2 years through an Expression of Interest process managed by Colac Otway Shire Council staff. In selecting the community representatives Council will consider the following:

- Demonstrated strong links and connections with the local community
- An interest in event management and community awards
- An ability and willingness to represent community interests
- A willingness to contribute positively to meetings
- An ability to look beyond personal interests.

The overall committee structure should also represent a diverse community and as such consideration will be given to the overall make-up of the committee in terms of age, gender, culture and geographic representation from across the Shire.

RESIGNATIONS

Should any community representative resign during this period, they will not be replaced unless the overall number of community members fall below 4.

CONFIDENTIALITY & CONFLICT OF INTEREST

As per the attached draft ToR for the ADAC members are required to:

- Maintain the confidentiality of documents where they contain sensitive or private information or where requested by the Chair. Note: members will be required to sign a confidentiality agreement at the commencement of each term.
- Members of the group shall notify the Chair where potential conflicts of interest may arise at the earliest possible convenience, in accordance with good meeting practice. Such conflicts shall be recorded in meeting minutes.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

The draft ToR has been developed by Council officers for Council consideration. Future reviews of the ToR would include feedback from the ADAC.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Working in partnership with the community to deliver the Australia Day Awards and event align to the Council Plan 2017-2021 through the following Goals and Actions:

Theme 3: Our Community

Goal: Connect people through events and activities

Goal: Foster an inclusive community

Theme 4: Our Leadership and Management

Goal: Communicate regularly with our community and involve them in decision making.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications relating to this report.

SOCIAL & CULTURAL IMPLICATIONS

Allowing the community to be involved in the decision making process in regards to both the awards and the event encourages greater community ownership and ensures that Council deliver awards and events that are relevant and meaningful to the community.

ECONOMIC IMPLICATIONS

Since the introduction of the EOI to host Australia Day process, community engagement and attendance levels at the Australia Day event have increased from a few hundred participants in 2008 to over 1500 participants in 2016 and 2017. For business and community groups in the successful host town there are economic benefits and opportunities associated with the extra influx of people to the town on the day of the event.

LEGAL & RISK IMPLICATIONS

Risks relating to community participation on the advisory committee include breach of privacy, confidentiality and failure to declare interest. These risks will be addressed through the Terms of Reference for the advisory committee.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

A budget allocation of \$11,600 is proposed for the 2019 Australia Day Event which is consistent with recent years, subject to endorsement by Council of the 2018-19 budget. The Australia Day budget covers all compliance requirements and permits required to run the event, a free community barbeque, free community transport to and from the event, advertising of the event and the Australia Day Awards, gifts and certificates and infrastructures such as stage, sound, chairs, additional amenities and shade provision.

The EOI process will have limited impact on the budget apart from the additional advertising costs relating to the EOI to participate on the Advisory Committee.

7. IMPLEMENTATION STRATEGY

DETAILS

Following the January Council meeting, draft ToR for the ADAC has been developed and attached for Council to consider endorsing. Subject to Council endorsement of the ToR an EOI process will be undertaken.

COMMUNICATION

It is envisaged that the EOI to participate on the ADAC will open in early April and will be promoted through Council's facebook and web site, newspaper advertising and direct mailout to community groups, recreational clubs and service clubs. The most recent year's Australia Day Award recipients will be invited to sit on the committee in writing.

TIMELINE

February 2018	Terms of Reference endorsed at Ordinary Council Meeting
March 2018	EOI to participate on Advisory Committee opens and remains open for four weeks.
April 2018	Draft Advisory Committee membership presented to Council Briefing
May 2018	Advisory Committee endorsed at Ordinary Council Meeting

The above timelines allow for the Advisory Committee to be in place before the 2019 Australia Day Awards close in August creating an opportunity for the Advisory Committee to make a recommendation to Council as to the successful award recipients for 2019.

The above timelines does not allow for the Advisory Committee to make a recommendation to Council on the following:

- The successful host town for 2019
- Undertake a review of the Australia Day Award Categories and Guidelines prior to the 2019 awards

These could be considered as part of the 2020 process.

The successful host town for 2019 will be recommended to Council by a panel of Council officers.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

TERMS OF REFERENCE

Committee Name: **Australia Day Advisory Committee (ADAC)**

Department	Development & Community Services
Responsible Officer	Manager Economic Development and Tourism
Committee Type	Community Advisory Committee

1. BACKGROUND

On Australia Day 26 January, the National Australia Day Council (NADC) together with the state and territory Australia Day Councils and Committees oversee and co-ordinate Australia Day events and Australia Day Awards on a state and national level. The Colac Otway Shire Council supports Australia Day celebrations at a local level by committing funds and resources to conduct an official Australia Day event incorporating Australia Day Awards, a Citizenship Ceremony and community celebrations on 26 January.

Since the introduction of the of the Expression of Interest (EOI) to Host Australia Day process in 2010, Council has worked in partnership with the community to deliver Australia Day celebrations in towns and communities across the municipality. Working in partnership and communicating regularly with the community in regards to the Australia Day event and the Australia Day Awards aligns with the goals and strategies in the Council plan. It connects people through events and activities and fosters a diverse and inclusive community where residents have the opportunity to participate in decision-making.

Following a review of Council's Australia Day operations in January 2018, Council resolved to provide further community ownership of the Australia Day Awards and event by establishing a community Australia Day Advisory Committee (ADAC).

The main purpose of the ADAC is to advice Council in regards to matters relating to the awards and the event and to communicate regularly with the Australia Day Working Group as established by the successful host community to deliver the event.

2. PURPOSE

The Committee will:

- Consider Australia Day Award Nominations and make a recommendation to Council in line with the Australia Day Award Guidelines as to the successful award recipients.
- Consider EOIs to host the Australia Day event and make a recommendation to Council in line with the EOI to host Australia Day Guidelines as to the successful host town.
- Review the Australia Day Award Guidelines and EOI to Host Australia Day Guidelines and make recommendations to Council as to the appropriateness to the guidelines.
- Actively seek feedback from the Australia Day Working Committee and the wider community in regards to the Australia Day Awards and the Australia Day event operations.

3. OBJECTIVES

- To advise Council in regards to the Australia Day Awards and the Australia Day event with the aim to ensure that the awards and the event remain relevant and meaningful to the community into the future.
- To be a forum of community members and Council that work together to promote the Australia Day Awards and the Australia Day event.

4. MEMBERSHIP

- Up to 2 Councillors
- Up to 5 Community Representatives (sought by EOI – every two years)

The following Council staff will attend Committee Meetings to provide advice and support to the committee, but will have no voting rights:

- General Manager Development and Community Services Colac Otway Shire
- Manager Economic Development and Tourism - Colac Otway Shire
- Council Officer - Events Project Officer Colac Otway Shire

Secretariat support will be provided by Council staff.

Community Representatives:

Community representatives will be selected every 2 years through an Expression of Interest process managed by Colac Otway Shire Council staff. In selecting the community representatives Council will consider the following:

- Demonstrated strong links and connections with the local community;
- An interest in event management and community awards;
- An ability and willingness to represent community interests;
- A willingness to contribute positively to meetings;
- An ability to look beyond personal interests.

The overall committee structure should also represent a diverse community and as such consideration will be given to the overall make-up of the committee in terms of age, gender, culture and geographic representation from across the Shire.

Resignations:

Should any community representative resign during this period, they will not be replaced unless the overall number of community members fall below 4.

5. DELEGATED AUTHORITY AND DECISION MAKING

The ADAC will act in an advisory capacity only and have no delegated authority to make decisions. The ADAC will provide advice and recommendations to Council and staff to assist them in their decision making.

Voting will be used to accept minutes and other resolutions where necessary. The group should aim to achieve consensus on any recommendation (where required). Where this cannot be attained, the Chair has the casting vote.

Decisions will primarily be in the form of recommendations to Council.

Council staff will attend Committee Meetings to provide advice and support to the committee, but will have no voting rights.

6. MEETING PROCEDURES

The Committee shall meet at least two times per year, but may meet more regularly if required. Any member of the Committee, through the Chair of the Committee, can call for a meeting to discuss a particular issue.

Members of the Committee will be advised of scheduled meetings at least two weeks in advance. The Committee will agree on a preferred venue and time for meetings to occur, and shall be mindful of the circumstances of all Committee members, particularly community representatives, ensuring that the timing and location of meetings enables full participation where possible.

7. CHAIRPERSON

A Councillor appointed by Council, will chair the ADAC, in accordance with Council Committee Policy, the position of Chairperson shall be reviewed annually immediately following Councillor appointments to committees.

If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed Chairperson. In the absence of any other Councillor representative/s, the committee members shall appoint a Chairperson for the purpose of conducting the meeting.

Meetings of the group shall at all times be under the control of the Chair and shall be conducted in accordance with good meeting procedures.

8. AGENDAS AND MINUTES

The minutes of each meeting will be prepared by the secretariat. Full copies of the minutes, including attachments, will be provided to all members no later than ten working days following each meeting. Minutes including attendance, apologies, issues discussed, resolutions made and action items will all be recorded for each meeting by the secretariat.

9. CONFIDENTIALITY, CONDUCT AND INTEREST PROVISIONS

Members of the ADAC are required to maintain the confidentiality of documents where they contain sensitive or private information or where requested by the Chair.

Note: members will be required to sign a confidentiality agreement at the commencement of the project.

Members of the group shall notify the Chair where potential conflicts of interest may arise at the earliest possible convenience, in accordance with good meeting practice. Such conflicts shall be recorded in meeting minutes.

10. QUORUM REQUIREMENTS

A minimum of five members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

11. TERMS OF REFERENCE

The Terms of Reference and objectives of the ADAC are to be reviewed by the committee biennially and by Council within twelve (12) months after a general election. Any proposed changes to the Terms of Reference resulting from a review must be agreed on by the committee and be presented to Council for formal approval.

Date Adopted: TBC
TRIM Reference No. TBC

ORDINARY COUNCIL MEETING

PROPOSED LEASE OF 465 GREAT OCEAN ROAD, APOLLO BAY

OM182802-9

LOCATION / ADDRESS	465 Great Ocean Road, Apollo Bay	GENERAL MANAGER	Gareth Smith
OFFICER	Gary Warrener	DIVISION	Development & Community Services
TRIM FILE	F18/489	CONFIDENTIAL	No
ATTACHMENTS	Nil		
PURPOSE	Seeking endorsement to lease land located at 465 Great Ocean Road, Apollo Bay to the Conservation Ecology Centre - Wildlife Wonders development.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

The Conservation Ecology Centre (CEC) is developing a new ecotourism attraction called “Wildlife Wonders”. It is estimated the project will cost in excess of \$8.3M to deliver and is anticipated to employ approximately 30 people. The CEC is a non-profit organisation, endorsed as a Tax Concession Charity and a Deductible Gift recipient by the Australian Taxation Office and is registered with the Register of Environmental Organisations. The non-profit status of the CEC triggers possible reductions of lease costs as highlighted in the Council Property Leasing Policy.

The attraction will be located on a 20 hectare property adjacent to a Council owned parcel of land located at 465 Great Ocean Road, Apollo Bay. It will provide a unique experience to visitors, allowing up-close contact with native wild life in natural, predator free surroundings. There will be no cages and visitors share space with the animals as they walk through stunning bushland along designated paths, and raised walkways.

CEC is seeking to lease Council owned land located at 465 Great Ocean Road, Apollo Bay, to increase the overall size and value of the “wildlife Wonders” project, in particular they aim to soften the look of the predator free fencing within Council’s well vegetated land. The parcel of land is 2.86 hectares in size, is zoned Rural Conservation Zone and was originally gifted to Council from the adjacent property owners (Morris family) to allow public access to this stretch of foreshore.

The proposed lease opportunity would also resolve another matter with regard to the public walking path which provides access to the foreshore at the foot of the proposed project location. Currently there is a public path to the foreshore which crosses land owned by the Morris Family (adjacent land owner). The public currently park on the verge of the Great Ocean Road and walk through the private property down to the beach. The leasing of the parcel of land, which was gifted to Council by the Morris family, will enable CEC to provide safer parking for the public going to the foreshore by offering parking in the “Wildlife Wonders” car park. Beach goers can then walk via a controlled walkway from the car park, across the “Wildlife Wonders” property and down to the beach along the fence line of the leased parcel of land.

The proposed key lease terms are consistent with Council’s Property Leasing Policy.

3. RECOMMENDATION

Council resolves to:

- 1. Enter into a new lease agreement with Conservation Ecology Centre Marengo Ltd over property located at 465 Great Ocean Road, Apollo Bay, for the purposes of developing and operating the “Wildlife Wonders” ecotourism experience under the following terms.**

Agreement Type	Lease Agreement
Rent	\$147 per annum (incl GST)
Lease term	25 years
Further term	25 years
Rent review	Reviewed 3 yearly plus CPI% Also reviewed if/when any change to the operators or ownership of the Wildlife Wonders business.
Public access	At all times the public will have free use of a linear portions of 465 Great Ocean to all allow pedestrian access between the Great Ocean Road and the foreshore
Rates and Charges	100% Lessee
Utilities	100% Lessee
Maintenance	100% Lessee. The tenant is responsible to keep all fences, gates and walkways in good repair and condition and undertake pest plant and animal control.

- 2. Authorises Council officers to give public notice of the proposed lease in accordance with Sections 190 and 223 of the Act for a period of four weeks;**
- 3. “Determine that a Committee of Council” in accordance with Section 223(1)(b)(i) of the Act will hear any persons who in their written submissions under Section 223 of the Act have requested that they be heard in support of their submission.**
- 4. Enter into the new lease with the following condition: the lessee ensures that public using the beach are provided ongoing free parking and free access via separate walkway.**

In the event that no submissions are received, Council resolves to grant the lease on the terms set out in this recommendation and authorises the Chief Executive Officer or delegate to complete all administrative processes necessary to execute the Lease on behalf of Council.

4. BACKGROUND / KEY INFORMATION

BACKGROUND

Lizzie Corke and Shayne Neal founded the Conservation Ecology Centre (CEC) in 2001. The CEC is an award winning research and conservation organisation. In 2004 they launched the Great Ocean Ec lodge which is also an award winning facility. They are now looking to develop a new facility called “Wildlife Wonders” at Apollo Bay. CEC management initially met with Council’s CEO and staff to discuss the possibility of either buying or leasing the parcel of land adjacent to the proposed development site located at 465 Great Ocean Road. It was agreed then that, as the land had been gifted to Council by the Morris Family, leasing would be the preferred option.

The attraction will be located on a 20 hectare property (recently purchased by CEC) adjacent to Council land located at 465 Great Ocean Road, Apollo Bay. The attraction will provide a unique experience to visitors, allowing up-close contact with native wild life in natural, predator free surroundings. There will be no cages and visitors share space with the animals as they walk through stunning bushland along designated paths, and raised walkways.

The development will cost in excess of \$8.4 M to deliver and it is anticipated it will create approximately 30 new positions in the conservation and research area. The potential leasing of this parcel of land will also assist with the attraction of grant funding for the proposal, as it added considerable value to the overall development and demonstrates Council support for the project.

KEY INFORMATION

CEC is seeking to lease from Council this parcel of land located at 465 Great Ocean Road, Apollo Bay, to increase the overall size and value of the “Wildlife Wonders” project, in particular it allows the predator free fencing to be located within Council’s vegetated land improving the experience for visitors. The parcel of land is 2.86 hectares in size, is zoned Rural Conservation Zone and was originally gifted to Council from the adjacent property owners (Morris family) to allow public access to this stretch of foreshore.

For some time there has been a public walkway to the foreshore at the foot of the properties along this stretch of the Great Ocean Road which goes through the Morris’ property. CEC will include parking provision for beach goers in the Wildlife Wonders car park. This will alleviate parking on the verge of the Great Ocean Road when people access the beach. The foreshore path will travel from the car park area along a fenced off walkway to the boundary fence line of the leased parcel of land and then down to the beach. The leasing of the parcel of land, which was gifted to Council by the Morris family, will enable CEC to provide safer and free parking for the public going to the beach by offering parking spaces in the “Wildlife Wonders” car park.

This is a much safer way for the public to access the foreshore and also eliminates public accessing the private property. CEC have met with the Morris family and discussed the proposal and have received their support.

A land valuation has been conducted by Preston Rowe Paterson, with the land value noted as \$130,000, resulting in a recommended annual fair market lease figure of \$1,470. Council's Property Leasing Policy states that a discounted rate of lease can be applied for non-profit organisations wishing to lease Council owned land. CEC is a non-profit organisation and therefore qualifies for consideration of reduced leasing fee. The terms proposed in the lease would allow a rent review to occur in event the business or the adjacent private land was sold. Therefore, in the event a commercial operator ran the business Council could review the rent amount and undertake a new valuation based on the commercial operations. If another not for profit purchased the business Council could also continue with the existing reduced rent.

Council's Property Leasing Policy currently states that Not for Profit Recreation and Sporting Clubs *"will pay a rental based upon a percentage of the asset value of the facility and receives a substantial discount or subsidy from a fair market rental"*.

The Policy also states a rental figure will vary depending upon the following factors:

- *Ability to maintain*
- *Revenue potential*
- *Level of subsidy or grants*
- *Any special maintenance needs*
- *Rental level*
- *The requirements of any applicable retail leasing legislation*

CEC has advised that capital expenditure on the leased parcel of land will be approximately \$450,000, consisting of \$250,000 for predator proof fencing and \$200,000 for construction of the walking path.

The proposed lease will also require the lessee to maintain the land including pest, plant and animal control. Pest plant control is currently undertaken by Council at an estimate cost of \$800 to \$1,000 per annum. The lessee must also ensure the ongoing provision of free parking and free access to the beach via a separate walkway provided.

CEC is also seeking a long term lease on the property and Council Property Leasing Policy states the term will depend on several factors including:

- *The tenant*
- *Ongoing need for the provided use*
- *Substantial contributions to capital works*
- *Stability of the tenant*
- *Suitability of property to the tenant; and*
- *The requirements of any applicable retail leasing legislation*

It is suggested the minimum term for the purpose of this lease is 25 years with an added option of a further 25 years to ensure tenure, based on the high capital contribution by CEC.

The lease will be required to go to public exhibition for a period of four weeks in accordance with Sections 190 and 223 of the Act.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Consultation has been conducted with the applicant and officers from Council's Planning, Building and Health, Community Safety and Environment and Economic Development and Tourism units. No objections have been received from these business units of Council.

The applicant has consulted with the former owners of the land parcel, (Morris Family) which are also the adjacent property owners. They are supportive of leasing the land.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Council Plan Theme: OUR PROSPERITY: Goal – *Support a thriving economy and industries. Action- Identify and support employment in tourism.*

ENVIRONMENTAL IMPLICATIONS

CEC are an award winning environmental organisation and is highly regarded in the community. The experience being offered will provide environmental educational opportunities as well as enhanced visitor experiences.

Wildlife will be able to live in a natural habitat which will be predator free and visitors will have the opportunity to get close to the animals.

Funds raised through experiences will be contributed back into enhancing the environment in the Otways.

CEC will assume responsibility to maintain the land. Council currently engage contractors to control weeds on the property.

SOCIAL & CULTURAL IMPLICATIONS

A key attraction for residents and visitors to come to the region is the beauty of the natural environment. CEC are an organisation committed to protecting and enhancing the environment through their conservation efforts. The proposed development will provide a wonderful experience for visitors along with educating them on our wildlife. Such an experience can greatly assist the broader Great Ocean Region and may assist alleviating impacts at locations such as Kennett River.

It is believed the open space proposed to be leased is rarely used by the community as it is a dangerous location to park and the land is well vegetated impacting access. If the land was to be leased the community would have an improved free parking and access point to this stretch of the coast.

The access track would run adjacent to the predator proof fence which will also be used by CEC to monitor and maintain the fence. The lease terms will require free public access be maintained.

ECONOMIC IMPLICATIONS

Regionally there will be an economic benefit through the construction and establishment of the facility which will be an investment in excess of \$8.3 M. It is anticipated that 30 new jobs will be created in regional

conservation and research as a result of this facility. The attraction will provide a new and unique visitor experience and will capture some of the 7 million people who travel the Great Ocean Road annually. It will encourage visitors to stay longer in the Shire and increase visitor spend.

LEGAL & RISK IMPLICATIONS

There are no legal risk implications associated with this project. The draft lease requires the lessee to maintain public liability insurance and will be responsible for the land, including users.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Council will receive income from lease payments which is recommended to be \$147 recognising the not for profit status of CEC. Council will benefit by ceasing annual expenses for upkeep of the Reserve as CEC will take on that responsibility. This saving is estimated to be \$800 to \$1000 per annum.

7. IMPLEMENTATION STRATEGY

DETAILS

Subject to Council endorsement of the proposed Lease, and all submissions (if any) are satisfied, all administrative processes necessary will be completed to execute the Lease.

COMMUNICATION

The proposed Lease will be on public notice for 4 weeks. Any person making a submission in regard to the proposed lease will be heard in accordance with Section 223 of the Act.

Applicant will be advised of lease approval or otherwise.

TIMELINE

Subject to Council endorsement, the proposed Lease will be on public exhibition for a period of 4 weeks commencing in early March. Submissions received will be heard according to Section 223 of the Act. If no submissions are received Council will proceed with the Lease as endorsed.

8. OFFICER DIRECT OR INDIRECT INTEREST

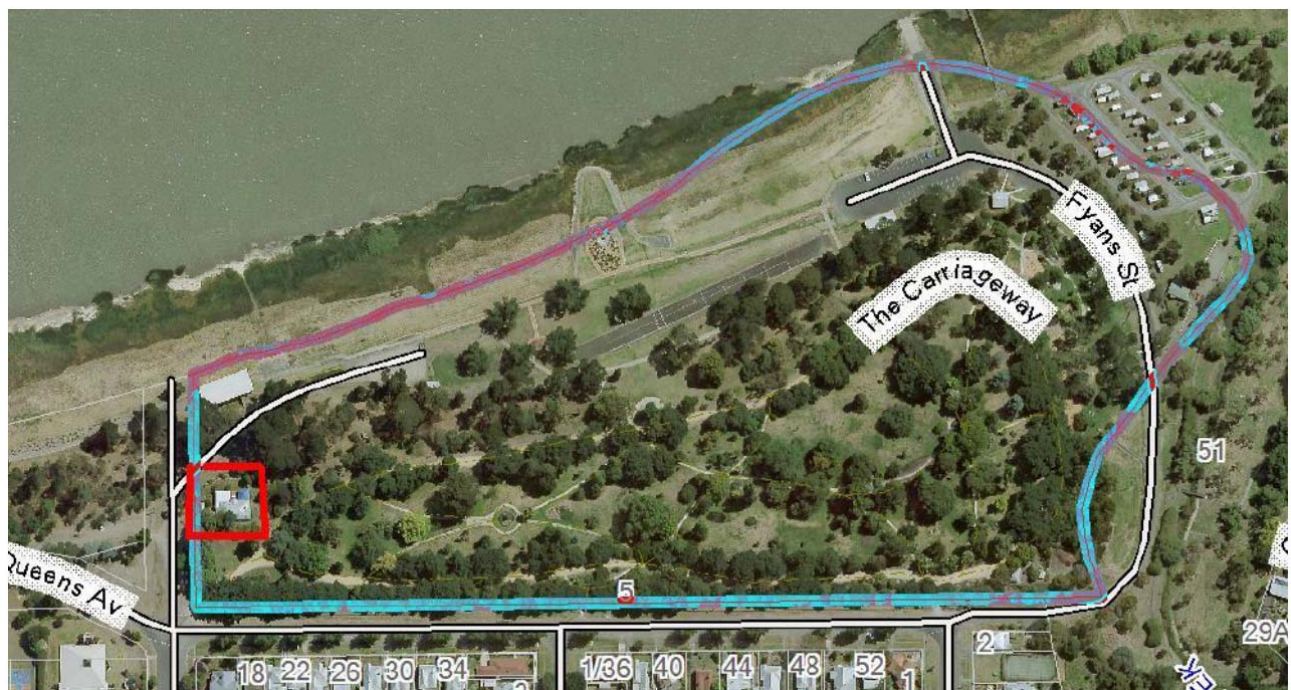
No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

ORDINARY COUNCIL MEETING
**BOTANIC GARDEN CAFE –
 LEASE TRANSFER**
 OM182802-10

LOCATION / ADDRESS	Colac Botanic Gardens	GENERAL MANAGER	Ian Seuren
OFFICER	Jade Thomas	DEPARTMENT	Infrastructure & Leisure Services
TRIM FILE	F11/3473	CONFIDENTIAL	No
ATTACHMENTS	1. 4.2 Council Property Leasing Policy		
PURPOSE	To seek Council's endorsement to transfer the lease for the Botanic Gardens Cafe from St Laurence Community Services to Karingal St Laurence Limited.		

1. LOCATION PLAN / AERIAL PHOTO

Aerial of the 1A Fyans St, Colac – Botanic Café on the Lake identified in the red square.



2. EXECUTIVE SUMMARY

The purpose of this report is to seek Council's endorsement to transfer the Lease for the Colac Botanic Café on the Lake (café). The café is currently leased to St Laurence Community Services.

St Laurence Community Services and Karingal Inc. have merged to become one entity called Karingal St Laurence Limited who will operate the cafe to deliver the same services. The organisation operates as a vocational training centre for people with intellectual and/or physical disabilities while operating a cafe.

The proposed tenant would continue operating under the existing Lease and its terms. This Lease was endorsed by Council and started on the 7 December 2011. The Minister's Delegate from the Department of Environment, Land, Water and Planning, as the land owner has approved the proposed Lease Transfer.

The tenant has exercised the only option of three years and the Lease is due to end on 6th December 2019.

3. RECOMMENDATION

That Council:

- 1. Endorse a 'Transfer of Lease' for the Colac Botanic Café on the Lake from St Laurence Community services to Karingal St Laurence Limited with the same Lease terms.*
- 2. Authorises for the Chief Executive Officer or delegate to complete all administrative processes necessary to execute the Transfer of Lease on behalf of Council.*

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The Colac Botanic Café on the Lake is located within the Colac Botanical Gardens which is known as 1A Fyans St, Colac. The property is located on Crown land and Council is the delegated Committee of Management.

The café is currently leased to St Laurence Community Services. The organisation operates as a vocational training centre for people with intellectual and/or physical disabilities while also operating a café at the Botanic Gardens.

The Lease has been operating since 7 December 2011, there have been no issues with the tenancy or the service that's been delivered to the community to date.

KEY INFORMATION

St Laurence Community Services and Karingal Inc. have merged to become one entity called Karingal St Laurence Limited who will operate the cafe to deliver the same services. The organisation operates as a vocational training centre for people with intellectual and/or physical disabilities while operating a cafe.

The proposed tenant would continue operating under the existing Lease and its terms. This Lease was endorsed by Council and started on the 7 December 2011.

At the time when the Lease commenced the tenant was offered a discounted rent. As per Council's Leasing Policy a tenant who is a non for profit organisation or who is providing education is eligible for a discount, this

tenant meets both of these criteria. In addition the tenant is responsible for all building maintenance and outgoings which forms part of the compensation.

The key terms are:

Lease Start Date	7 December 2011
Lease Term	Five Years
Option	1 x 3 years
Rent per annum	\$1.00
Maintenance and Utilities	100% Tenants responsibility

There are no proposed changes to the existing Lease.

The proposed new tenant has provided its business information and registration to Council.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

The term and the rent amount of this agreement does not require Council to advertise the Lease under Sect 223 of the *Local Government Act 1986*.

The Minister's Delegate from the Department of Environment, Land, Water and Planning, as the land owner has approved the proposed Lease Transfer.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

This Lease and its terms comply with Council's Property Leasing Policy.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

SOCIAL & CULTURAL IMPLICATIONS

This organisation provides a meaningful service to the community and to individuals and families who require education in the workplace.

ECONOMIC IMPLICATIONS

The Lease transfer has no economic implications to Council. The business makes a meaningful contribution to the local economy and is appreciated and well used by the local community. Its location also promotes a number of amazing natural assets including the Botanic Gardens and Lake Colac.

BUDGET IMPLICATIONS

This proposal has no budget implications to Council.

LEGAL & RISK IMPLICATIONS

Risk is being mitigated by implementing a Lease Agreement and a Transfer to the correct business entity.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Staff resourcing required to administer this transfer has been absorbed within Council's operational budget. No financial impact to Council is anticipated.

7. IMPLEMENTATION STRATEGY

DETAILS

Subject to Council endorsement, a lease transfer will be signed by Council's CEO, the Director of Karingal St Laurence and the State Minister's Delegate.

All three stakeholders will be provided with an original and signed copy of the Lease Transfer. The tenant can continue its occupancy under the Lease Agreement.

The Lease Register will be updated and all other internal records.

COMMUNICATION

The Lease Register will be updated and provided on Council's website and all relevant internal stakeholders notified as per the Property Lease Process.

TIMELINE

It may take 4 – 8 weeks for the 'Lease Transfer' to be fully executed by all three parties and will begin after Council's resolution.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

COUNCIL POLICY

Council Policy Title:	Council Property Leasing
Council Policy ref. no:	4.2
Responsible Department:	Corporate and Community Services
Date of adoption/review:	18 December 2013

1. INTRODUCTION

The Council's Property Leasing Policy considers the way Council leases out its property assets.

This is a general policy that outlines Council's principles and values. It is not intended to be a rigid set of rules, but rather a framework that assists Council in participating in fair and equitable discussions with all types of tenants.

2. POLICY

2.1 AIMS and PRINCIPLES

2.1.1 Aim

To provide guiding principles that will enable the establishment and management of Council's leased assets in a way that is consistent with the Council Plan and maximises the use of the communities assets so that they are managed responsibly.

2.1.2 Principles

This aim will be achieved by addressing issues in harmony with Council's values, inclusive of partnership, consultation and service. These values will provide the foundations for decision making. This will be done through the following key areas:

- Understanding and fostering community benefit.
- Maximising the value of Council's leased assets to Council and to the community.
- Providing an equitable and transparent process for dealing with subsidised leaseholds.
- Providing an easily understood subsidised rental application.
- Equitable and easily understood framework for subsidies.
- Encouraging community responsibility.
- Consideration of ownership of land

2.1.3 Objective

The objective of the policy is to provide straightforward guidelines for the development of occupancy agreements, which clearly define the roles and responsibilities of both the tenant and the Council. The policy will provide a useful tool to ensure the best use of facilities is achieved and a clear relationship established between parties.

3. DEFINITIONS

3.1 Lease

A lease is a right granted by the owner of land to an occupant to have the exclusive use of that land in consideration for a payment, known as rent.

Nature of the interest.

- A lease creates an interest in land. An interest in land is:
 - i) binding on third parties (ie if the lessor sells the land the purchaser will take the land subject to the lease); and
 - ii) is, unless the lease specifies to the contrary, capable of being assigned.
- A lease is also a contractual agreement between the landlord and the tenant under which each party has certain contractual obligations.
- Council is prohibited under the Local Government Act 1989 (Vic) from entering into a lease exceeding 50 years.
- "The Local Government Act requires Council must give public notice of its intention to enter into a lease where:
 - the lease term is one year or more; and
 - the rent exceeds \$50,000 per annum; or
 - the current market rental value of the land is in excess of \$50,000 per annum; or
 - the lease term is 10 years or more; or
 - the lease is a building or improving lease (which is a lease that includes the construction of a premises or improvements or the carrying out of major redevelopment works by either party)."

A lease agreement will be generally used where the site is fully occupied for a specific purpose, such as bowls and hockey clubs or where a club has made substantial financial contributions to the development.

3.2 Licence

A licence gives the licensee a right to occupy land (not exclusively) which without the licence would be unlawful.

Nature of the interest.

- A licence does not create any interest in the land.
- The rights created by a licence are personal and do not run with the land.
- A licence cannot be assigned unless the other contracting party agrees.
- A licence will terminate where the owner of the land ceases to own the land.

A licence agreement will apply when an occupier shares a facility or the premises offer the potential for the facility to be shared promoting greater use of Council assets, for example Cressy Neighbourhood House using the Cressy Maternal and Child Health Centre.

3.3 Seasonal Allocation

A seasonal allocation is an agreement in which a club agrees to occupy a premises in accordance with the terms and conditions of Council's Seasonal Allocation Policy. It will generally relate to a pavilion or sporting ground which may include change rooms, social rooms, kiosks, kitchens, offices and public toilets where used by clubs. It will apply for an occupancy that occurs for a portion of the year and fits within the following seasonal dates set by Council.

Seasonal dates:

Summer	First Saturday in October to second Sunday in March
Winter	First Saturday in April to second Sunday in September

The establishment of these agreements will be in accordance with the seasonal allocation policy and will generally apply to football, cricket and soccer clubs.

The agreements may be in a form of a lease or licence depending on whether the interest satisfies the definition of a lease or licence as set out in paragraph 2.1 and paragraph 2.2 above respectively.

3.4 Asset Value

The asset value of Council land and buildings is prepared by independent valuers. Council undertakes a formal revaluation of its land and buildings on a regular basis every three years.

4. TENANT GROUP DEFINITIONS

Tenants are grouped in four major categories:

4.1 Group 1 – Community Services

This group will receive the greatest discount or subsidy. This will include community groups that service the local community or an underprivileged group or disadvantaged group. The group will be reliant on Council funding and do not have the capacity to generate a significant amount of income. They will not engage in any form of commercial activity and are expected to utilise the premises for at least 60% of the time available.

Examples of these type of tenant include pre-school committees, senior citizen clubs and historical societies.

4.2 Group 2 – Not for Profit Recreation and Sporting Clubs

This group will pay a rental based upon a percentage of the asset value of the facility and receives a substantial discount or subsidy from a fair market rental. This group will include recreational or community groups that service the community and are readily available to Colac Otway residents. Such tenants may include netball, hockey clubs or the like. The rental for pavilions associated with grass based sports such as soccer, football or cricket clubs will be calculated as group 2 tenants but will generally be allocated a seasonal allocation unless they have made substantial funding contributions to their premises in which case they may be on a lease or licence for a pavilion.

Rental will be assessed in accordance with the factors outlined in 7.2

Examples of this type of tenant would include bowling clubs, tennis clubs and other sporting clubs (without gaming or other commercial facilities).

4.3 Group 3 – Larger Non-Government Agencies (Not for Profit) in Receipt of Significant Grants/Fees or other Income

This group will attract no discount or subsidy unless agreed by Council due to specific circumstances.

Examples of this type of tenant would include the leasing of:

- Botanic Gardens Tearooms, Colac (Otway Community College)
- Colac Central Bowling Club
- Lake Colac Bowling Club

4.4 Group 4 – Commercial or Resident Group

This group will attract no discount or subsidy and is for commercial or residential tenants of Council's assets.

Examples of this type of tenant would include the leasing of:

- Apollo Bay Airfield
- Apollo Bay Service Centre
- Caravan Park, Colac
- Caravan Park, Forrest
- Cinema and Auditorium, COPACC
- Fishing Co-Op, Apollo Bay
- Radio Towers

5. GENERAL PHILOSOPHY

5.1 Tenants

The following factors are to be considered when accepting a tenant:

- Community based tenants must service the Colac Otway community and further the goals of the Council Plan as well as where possible maximising the return on the asset.
- Any tenant or licensee must be a legal entity - that is either a person or an incorporated body.
- Any tenant or licensee must have adequate and appropriate insurance coverage.
- All commercial tenants are to be fully reference checked to assure the premises will be suitably maintained and rentals paid on time.

5.2 Optimum use of Facilities

Council's goal is to ensure the greatest community benefit and value can be provided by the utilisation of Council's facilities. This is done by encouraging multi use of facilities and tailoring the services provided by tenants to best suit the community. Council will work with tenants to ensure the highest potential is achieved.

5.3 Crown Land

Where Council acts as the Committee of Management over Crown Land, agreements will be prepared in accordance with the Department of Sustainability and Environment's guidelines. Leases and licences will take the form of those provided by the Department and Council's standard agreement will not be used. Council's standard maintenance schedules will be included within these agreements.

Before committing/entering into a lease for facilities on Crown Land, approval is required from the Department of Sustainability and Environment.

5.4 Renegotiation to Standard Terms

When Council is making a significant financial input to a facility development this will be dependent on the club/organisation being prepared to renegotiate an existing agreement to bring it into line with standard lease terms.

Long term ongoing agreements may be renegotiated by both parties if it is seen to be in the best interests of the parties and for the benefit of the community.

The determination relieves Councils of complying with procedural obligations placed on landlords by the *Retail Leases Act 2003* (Act), such as disclosure of outgoings and notice of lease renewals. Councils are also exempt from the statutory maintenance and repair obligations imposed on landlords.

5.5 Retail Leases Act 2003

In August 2008 the Victorian Minister for Small Business made a determination under the *Retail Leases Act 2003* (Act) to exempt certain leases of Council owned or managed property that the Act would otherwise cover.

The determination only applies to leases entered into after 1 August 2008.

Under the determination, the following two categories of leases (where Council is the landlord) will be exempt.

1. Where the premises are used by the tenant wholly or predominantly for any one or more of the following purposes:
 - Public or municipal purposes;
 - Charitable purposes;
 - As a residence of a practising minister of religion;
 - For the education and training of persons to be ministers of religion;
 - As a club for, or a memorial to, persons who served in the First or Second World War or in any other war, hostilities or special assignment referred to in the *Patriotic Funds Act 1958*;
 - For the purposes of the RSL;
 - For the purposes of the Air Force Association;
 - For the purposes of the Australian League of Ex-Servicemen and Women
2. Where the premises are used wholly or predominantly by a group that exists for the purposes of providing or promoting community, cultural, sporting or recreational or similar facilities or objectives and that applies its profits to promoting its objectives and prohibits payment to its members.

The second category also applies to leases where Council is acting as a committee of management within the meaning of the *Crown Land (Reserves) Act 1978*.

The determination relieves Councils of complying with procedural obligations placed on landlords by the Act, such as disclosure of outgoings and notice of lease renewals. Councils are also exempt from the statutory maintenance and repair obligations imposed on landlords.

This does not exempt the need for a lease.

6. RENTAL LEVELS

6.1 Group 1 Tenants

This group is fully subsidised. A full rental subsidy is offered to approved recreation or community groups that service the local community or an underprivileged or disadvantaged group and are not in receipt of significant grants or other income.

The minimum to apply at the time of the policy adoption is \$1 per annum.

6.2 Group 2 Tenants

The rental calculation for Group 2 tenants will be assessed at the time of a lease being entered into or at renewal of an existing lease.

The greater the net community benefit, the greater the subsidy offered. The following describes the factors that may be considered in determining the level of rental and subsidy.

Capital Contribution

Often groups or clubs have made a significant Capital Contribution on the site. This may include the addition of an asset on the property at the expense of the tenant.

Proposed Capital Contribution

A group or club may enter into a lease agreement undertaking to carry out capital improvements at their expense or in partnership with Council or another agency.

Approved Use

An approved use is one that is determined by the appropriate Council General Manager to fulfil a function, meet a demand, or provide a service, that is consistent with the Council Plan or the needs of the community.

Special Needs Group

A group that actively promotes an activity for disabled, underprivileged or disadvantaged people, a lower socio economic group or other group with special or unique needs, may be eligible for certain levels of subsidy.

Limited Revenue Potential

There are varying degrees of potential for a group or club to raise revenue. Many clubs are limited by the nature of their function which is the reason for having subsidised rentals. Tenants that have a gaming or liquor licence may be charged a higher rental. Groups will be encouraged to seek alternative revenue sources.

Community Access

Maximising the community use of an asset is a Council priority. Groups are encouraged to make a leased facility available to other user groups in order to maximise the utilisation of the facility.

Maintenance Ability

A tenant's ability to maintain a premises may be limited by their type of use. A tenant may undertake more maintenance in exchange for lower rental payments.

User Catchment

Priority is given to tenants whose users are from the municipality. A local catchment would predominantly include residents of the township or surrounding areas. A regional catchment would include users from other areas.

Grants and Funding

Some groups receive financial assistance from the Council. This may impact on level of rental and subsidy.

Other

Other factors may be considered by Council if special circumstances exist.

6.3 Group 3 Tenants

Group 3 tenants will pay a commercial market rental derived from the market unless a discount or subsidy is agreed to by Council due to specific extenuating circumstances.

6.4 Group 4 Tenants

Group 4 tenants will pay a commercial market rental.

6.5 General

Council reserves the right to amend the rental if a tenant gains liquor or gaming licences, or gains access to any other similar commercial means of income generation during the life of an agreement.

7. MAINTENANCE AGREEMENTS

7.1 Introduction

Generally the purpose of undertaking building maintenance is to ensure buildings remain suitable and safe for their intended use and their life cycle is extended as far as practical. It is in Council's interests to ensure its assets are adequately maintained.

Council is responsible for many buildings which it:

- Owns and operates (eg Council office/depot/library/public toilets);
- Owns and operates via a Committee of Management (Council appointed); and
- Manages as a Committee of Management.

7.2 Requirements

The requirement of tenants to maintain their premises will vary depending upon the following factors:

- Ability to maintain
- Revenue potential
- Level of subsidy or grants
- Any special maintenance needs
- Rental level
- The requirements of any applicable retail leasing legislation

The Maintenance Schedule (Schedule A) will form part of the lease or licence agreements and will clearly identify maintenance responsibilities.

Buildings used for community services and not for profit recreation and sporting clubs are to receive maintenance support in accordance with Schedule A unless specified separately in a lease/agreement.

Buildings occupied and controlled exclusively by a club or organisation or buildings determined by Council as having no further use are to receive no Council support.

Community Services and Not for Profit Recreation and Sporting Clubs are defined as a building operated by (refer clause 3.1 and 3.2 for definitions):

- a) a Committee of Management for public purposes;
- b) an incorporated association undertaking community service under the auspices of Council.

Maintenance requirements for Group 3 Tenants (Larger non-government agencies) and for Group 4 tenants (Commercial) will be agreed to between the parties on suitability market controlled conditions.

7.3 Principles

- a) Council has a responsibility to contribute to the maintenance of buildings that have a community use.
- b) Council has no responsibility to maintain/improve buildings on Council owned land occupied by an organisation or group exclusively for private purposes, subject to the requirements of the Retail Leases Act 2003 if the land is occupied pursuant to a lease subject to that Act.
- c) Wear and tear maintenance and works of a recurrent nature are the responsibility of the occupier or management body of the building, subject to the requirements of the Retail Leases Act 2003 if the land is occupied pursuant to a lease subject to that Act.
- d) Major maintenance and capital works are the responsibility of Council unless agreement with lessee.
- e) No guarantee can be given that works required can be funded by Council in any given year.
- f) Ongoing support for any building is subject to review based on use and need.
- g) Where insufficient funding is available an occupier may choose to proceed with works on its own accord subject to all works being approved by Council.
- h) All maintenance and other works shall be undertaken in accordance with good practice and all requirements of other Commonwealth and State Legislation or policy.
- (i) All maintenance works undertaken by the tenant are to be reported to Council.
- (j) Where maintenance is the responsibility of the tenant they need to ensure that their obligations are carried out as per the Lease or other documentation.

7.4 Assessment of Requests

In assessing requests for major maintenance works Council must consider:

- Reason for request, for example safety issues, damage, deterioration;.
- Estimated cost for works;
- Funds available and estimated additional annual works;
- Type of works and whether Council is responsible for the issue;
- Purpose of the building, existing and future use, and need, and
- Alignment with Council's strategic planning objectives.

8. GENERAL TERMS AND CONDITIONS

8.1 A standard agreement will be developed for all tenancies except Group 3 and Group 4 Tenants.

Agreements will be prepared for leases and licences which are tailored to each organisation and varied only when required. Additional clauses will be included in

agreements only when necessary to meet specific requirements of Council or the organisation involved.

Licence agreements will be negotiated in situations where the occupiers share the facility or where the facility is suitable for multiuse and will occupy for a period in excess of 6 months.

Council has a preference to enter such agreements in order for facilities to be used to the greatest potential, rather than only one user. Licences may be used for toy libraries, senior citizens and other clubs that share facilities.

Seasonal allocations will be granted where an organisation will not occupy the premises for the entire year. They may have occupied the premises from year to year but only for a season at a time and the premises will be used by another club in the alternate season. This will apply to some sporting clubs in particular cricket and football.

8.2 Rates, Taxes, Charges and Outgoings

The tenant should pay for all rates, taxes (including GST and stamp duty) charges and outgoings that are levied on the premises or in conjunction with the establishment of the lease, subject to the requirements of the Retail Leases Act 2003 if the land is occupied pursuant to a lease subject to that Act.

8.3 Terms

The term of the agreement will depend upon many factors including the following:

- the tenant;
- the ongoing need for the premises or provided use;
- substantial contributions to capital works;
- the stability of the tenant,
- suitability of the premises to the tenant; and
- the requirements of any applicable retail leasing legislation.

For leases where the rental levels are less than the commercial market rental or are not classified as a retail premises the preferred term of the lease will be for a period of 3 years.

Council sees the optimum term of the agreement as 3 years to best represent the Council and tenants. This allows for regular opportunities to meet and discuss occupancy requirements and to review:

- i) the value Council and the community receives from the lease or licence;
- ii) equity with other organisations in the community.

The regular changes made to leasing/licencing agreements will reflect the changing needs and legislative requirements of all parties to the agreement. It is seen as an opportunity to work with Council's tenants to ensure that they meet the needs of both parties.

A longer term lease may be negotiated where the community organisation is making or has made, a substantial capital contribution to the construction, improvement or maintenance of the property.

Retail Premises leases will be for a minimum of five years (which can include any option periods).

Consideration of a longer lease term will be made on a case by case basis.

Agreements will only exceed 10 years in exceptional circumstances and where there is significant return on investment for Council's asset. When this happens Council will undertake the requirements of section 190 of the Local Government Act including advertising the terms of the proposed agreement. Leases may not exceed 50 years in accordance with the *Local Government Act* (1989).

8.4 Insurance

All tenants are required to take out public liability insurance noting Council as an interested party or in joint names of the tenant and Council. A minimum cover of \$10m is to be provided unless otherwise stipulated by Council.

As a general principle, Council will fully insure all improvements on a leased premises unless otherwise agreed to in a lease. This amount will either be reimbursed by the tenant or considered as part of the rental structure.

Council will not insure the contents of any leased premises. Tenants may choose to provide this themselves.

Other insurances, such as professional indemnity, are the responsibility of the lessee.

8.5 Use of Premises

Council must approve any additional or changed use of a leased or licenced premise. Council reserves the right to review the rent or any other lease provisions when providing this consent. The proposed use will be subject to an assessment of derived community benefit and meeting the needs of the Council Plan. If the use changes or the service or organisation cease to exist the current agreement will automatically terminate and the building will be returned back to Council's control.

8.6 Rent Review

The rental for Group 1 tenants will not be reviewed for the life of the agreement as the agreement is for up to 3 years. Agreements for a period longer than 3 years must include a rental review clause.

Other rents will be reviewed regularly, and adjusted using the Consumer Price Index, a set percentage or a market review.

8.7 Legal Fees

The tenant will pay all legal costs associated with the establishment of a new lease agreement that differs from Council's standard lease document except if the lease is subject to the *Retail Leases Act* 2003.

8.8 Keys and Locks

All keys should be compatible with the master set held by Council's Infrastructure and Services Department.

8.9 Planning Requirements

All leases will encompass the conditions of any issued Planning Permit, and there must be ongoing compliance with Planning Scheme Requirements.

8.10 Safety Requirements

Tenants are responsible to have in place emergency/evacuation plans and generally adhere to occupational, health and safety conditions.

8.11 Smoking

Council has a Smoke Free Environment in Council owned and managed buildings and adherence is strictly required.

8.12 Water and Energy

Tenants are encouraged to minimise water and energy usage.

8.13 Legislation and Regulations

Tenants will be required to comply with all legislation and regulations etc.

8.14 Advertising on Council Facilities

- a) Internal advertising is allowed in Council facilities without Council approval if it is advertising the group's own or community's activities.
- b) Other internal advertising on Council facilities requires the prior approval of Council and in particular, political advertising will not be permitted.
- c) Any external advertising on Council facilities, unless on a designated notice board, requires the prior approval of Council. Political advertising will not be permitted unless approved by Council.

8.15 Gaming in Council Facilities

Council will not generally support gaming facilities in Council owned and/or managed buildings.

9. PROCESS FOR ESTABLISHING OF LEASES

The following outlines the procedures for negotiating and establishing a subsidised leasehold:

- Internal meeting to discuss particulars of proposed tenant with appropriate Council departments:
 - check status of land,
 - confirm statutory requirements,
 - review proposal with respect to Council Property Leasing Policy,
 - seek legal advice where necessary, and
 - assess relevance of any compliance with Retail Leases Act.
- Meet with tenant to discuss terms and conditions of lease.

- Forward copy of lease to tenant for review.
- Where required advertise lease in Council's official newspapers inviting submissions pursuant to s.223 of the Local Government Act for a period of 6 weeks.
- Draft report for next Ordinary Council Meeting recommending execution of two copies Lease Agreement (dependent on submission process).
- Arrange for tenant to sign lease.
- Update Lease Register (in accordance with s11(m) of the Local Government (General) Regulations 2004) and store one original of Lease Agreement.
- Forward an original copy of Lease Agreement to tenant.
- Advise Finance, Infrastructure Services, Risk Management, Parks and Gardens and appropriate manager of lease details.
- Establish invoicing arrangement.

10. IMPLEMENTATION AND REVIEW

The Council Property Leasing Policy will be published on Council's website. The Leasing Policy will be subject to periodic review.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
23 June 2010	Adopted by Council
24 July 2013	Review
18 December 2013	Review

Schedule A

**Maintenance Schedule and Responsibilities for Occupier and Council for Group 1
Community Services and Group 2 – Not for Profit Recreation and Sporting Clubs
categories.**

GROUP 1 – COMMUNITY SERVICES

LEASES

Apollo Bay Old Cable Station – Historical Society
Apollo Bay Radio Tower (Emergency Services)
Apollo Bay Senior Citizens Centre
Beech Forest Radio Tower (Emergency Services)
CCDA Theatre (COPACC)
Colac History Centre (COPACC)
Lavers Hill Depot Radio Tower (Emergency Services)

AGREEMENTS/LICENCES

Cressy Maternal and Child Health Centre
Kanyana
Pre-Schools

GROUP 2 – NOT FOR PROFIT RECREATION AND SPORTING CLUBS

LEASES

Colac Aero Club
Colac Anglers Club Inc.
Colac Pistol Club Recreation Reserve
Colac Players Shed
Colac Tennis Tournament Club
Pennyroyal Tennis Courts
Public Open Space – Kennett River
Rowing Club, Foreshore Reserve
Wye River Surf Club
Yacht Club, Foreshore Reserve

AGREEMENTS

Recreation Reserves

Item	Occupier's Responsibility	Council's Responsibility
Air Conditioning and Heating Appliances	<ul style="list-style-type: none">• Service and repair when required	<ul style="list-style-type: none">• Replacement of unit and any major parts
Building	<ul style="list-style-type: none">• Determine and document the specific needs of the building relating to any requests to Council for building alterations.• Prepare plans and obtain quotes for requests for minor improvements.	<ul style="list-style-type: none">• Assess all requests submitted.• Undertake works required to bring premises and surrounds to appropriate standards to meet the required regulations. This excludes items identified as the lessee's responsibility in this document.• Preparation of long-term development plans, design of major building alterations or major structural works.

Item	Occupier's Responsibility	Council's Responsibility
Cleaning	<ul style="list-style-type: none"> Keep premises in clean, sanitary and fresh condition. 	<ul style="list-style-type: none"> Nil
Ceilings, Walls and Skylights (internal)	<ul style="list-style-type: none"> Cost of repairs due to major or continual misuse. Regular cleaning 	<ul style="list-style-type: none"> Major repair and/or replacement due to structural faults/age.
Curtains/Drapes/Blinds	<ul style="list-style-type: none"> Repairs costs. Replacement costs. Supervision of installation of replacement items. Regular cleaning. 	<ul style="list-style-type: none"> Nil
Doors (Inc. cupboard doors)	<ul style="list-style-type: none"> Regular cleaning and repair of internal/external doors due to major or continual misuse. Minor adjustments. 	<ul style="list-style-type: none"> Replacement due to age, structural fault.
Electrical Wiring, Fittings and Lights	<ul style="list-style-type: none"> Additional or security lighting. Cost of repair and replacement of electrical wiring if damage is due to major or continual misuse. Repair and replacement of all light globes. Regular cleaning of all light fixtures. 	<ul style="list-style-type: none"> Replacement of all building wiring from main supply to and including the switchboard. Replacement of light fittings.
Essential Safety Measures (eg fire extinguishers, exit lights etc)	<ul style="list-style-type: none"> Notification to Council of maintenance or servicing issues. Not to interfere or obstruct essential safety measures elements 	<ul style="list-style-type: none"> Undertake inspections, servicing and maintenance of all specified essential safety measures as required under the relevant Building Regulations. Meet all costs associated with this function.
Floor Surfaces and Coverings	<ul style="list-style-type: none"> All regular cleaning and maintenance of floor coverings such as carpet and tiles. 	<ul style="list-style-type: none"> Replace to essential areas when excessively worn or dangerous.
Fly Screens	<ul style="list-style-type: none"> Maintain and replace fly wire. Install additional fly screens 	<ul style="list-style-type: none"> Nil
Garbage	<ul style="list-style-type: none"> Normal fee for service waste collection 	<ul style="list-style-type: none"> Nil
Glass	<ul style="list-style-type: none"> Replace broken or cracked windows arising from misuse. Regular cleaning 	<ul style="list-style-type: none"> Replace due to breakage arising from structural fault, age.
Grounds	<ul style="list-style-type: none"> Keep all entry/exit areas clear and sweep regularly. Maintain all grounds associated with building by cutting the grass, minor pruning, replacing trees, bushes and flowers if required. Repair fences. Remove dead foliage. 	<ul style="list-style-type: none"> Repair paths, driveways etc. Replacement of essential pavement, driveway and carpark areas; retaining walls and ramps. Replacement of essential/required fences. Structural repairs or capital works re. fences. Trees lopped/pruned to meet security/safety requirements where considered dangerous.

	<ul style="list-style-type: none"> Seek Council approval for any modification to the grounds. Maintenance of garden beds. 	
Item	Occupier's Responsibility	Council's Responsibility
	<ul style="list-style-type: none"> Maintenance of garden hoses and sprinklers etc. Cleaning and weeding of pavement and driveway areas 	
Internal Appliances eg. Fans, Kettles, Food Processors etc.	<ul style="list-style-type: none"> Replacement as required of minor kitchen appliances. 	<ul style="list-style-type: none"> Nil
Vandalism	<ul style="list-style-type: none"> Less than \$1000 (subject to change based on claims history) 	<ul style="list-style-type: none"> More than \$1000 (subject to change based on claims history)
Keys and Locks	<ul style="list-style-type: none"> Repair and replacement of locks if damaged through major or continued misuse. 	<ul style="list-style-type: none"> Replacement of lost or damaged keys as applies to Council's master key system. Supply of keys for user groups. Repair and replacement of locks as applies to Council's master key system.
Painting	<ul style="list-style-type: none"> Internal painting if damaged through major or continued misuse or colour scheme changes etc. 	<ul style="list-style-type: none"> Internal and external for structural integrity reasons.
Permanent Fixtures	<ul style="list-style-type: none"> Regular cleaning of all fixtures. Repair and/or replace if damaged through major or continual misuse. 	<ul style="list-style-type: none"> Replace when required the following items: <ul style="list-style-type: none"> - hot water service - sinks and toilets - verandas attached to the building.
Pest Control	<ul style="list-style-type: none"> Keep all areas in a clean and hygienic state. All pest control as required both internal and external. 	<ul style="list-style-type: none"> Pest control relating to structural items (eg. woodborer and termites).
Plumbing	<ul style="list-style-type: none"> Cost of internal repair due to major or continued misuse. Replacement and repair of internal surface plumbing fittings such as toilet seats, taps and washers etc. 	<ul style="list-style-type: none"> Replacement of damaged or corroded plumbing fittings, toilet bowls and cisterns. Repairs or works required for drainage purposes, including sewerage, drains, water pipes and pits. Replacement of gas pipes. Structural repairs or capital works.
Roof, Skylight, External Walls, Spouting and Downpipes	<ul style="list-style-type: none"> Cleaning of roof, external walls, spouting, downpipes and guttering. 	<ul style="list-style-type: none"> All maintenance and repair of the structure of the premises as required.
Signage	<ul style="list-style-type: none"> Maintain and replace all internal/external signs relating to the committee. 	<ul style="list-style-type: none"> Identification signage to be provided by Council where required.
Smoke Detectors	<ul style="list-style-type: none"> Install, repair and replacement of battery operated smoke detectors. Includes battery replacement as required. 	<ul style="list-style-type: none"> Installation and maintenance of hard wire system where required.

Telecommunication Systems (eg. fax, photocopiers, telephones etc)	<ul style="list-style-type: none">• Purchase, service and maintenance cost.• Replacement costs.	<ul style="list-style-type: none">• Nil
Whitegoods (eg refrigerator, dishwasher etc)	<ul style="list-style-type: none">• Service and maintenance costs.• Replacement costs.	<ul style="list-style-type: none">• Nil

ORDINARY COUNCIL MEETING

**CONSIDERATION OF CONTRACT 1749 - SUPPLY AND
INSTALLATION OF DRIVEWAY CROSSINGS, IN SITU
CONCRETE WORKS, PAVEMENT SEALING, TABLE DRAIN
REPROFILING AND MINOR PITS AND PIPES**

OM182802-11

LOCATION / ADDRESS	Wye River and Separation Creek	GENERAL MANAGER	Errol Lawrence
OFFICER	Andrew Kavanagh	DIVISION	Corporate Services
TRIM FILE	F18/1008	CONFIDENTIAL	No
ATTACHMENTS	Nil		
PURPOSE	Council approval is required to award Contract 1749 - Supply and installation of driveway crossings, in situ concrete works, pavement sealing, table drain reprofiling and minor pits and pipes.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

Tenders have been received for works associated with the supply and installation of driveway crossings, in situ concrete works, pavement sealing, table drain reprofiling and installation of minor pits and pipes as part of the integration of a stormwater reticulation system for Wye River and Separation Creek. It is recommended that Council award the contract to Fitzgerald Civil Pty Ltd.

3. RECOMMENDATION

That Council:

- 1. Awards Contract 1747 for Supply and installation of driveway crossings, in situ concrete works, pavement sealing, table drain reprofiling and minor pits and pipes to Fitzgerald Civil Pty Ltd at the lump sum price of \$1,609,606.41 (excluding GST).***
- 2. Authorises the Chief Executive Officer to sign and place under council seal the contract documents following award of Contract 1747.***

4. BACKGROUND / KEY INFORMATION

The townships of Wye River and Separation Creek were severely impacted by bushfire on Christmas Day 2015. The immediate damage caused by the fire destroyed over 100 houses and affected more than 140 properties.

The destruction of many of the dwellings and their associated stormwater tanks combined with a deforested understory in the rainfall catchments has led to deficiencies in the existing stormwater infrastructure.

With careful consideration of the neighbourhood character and the requirement to address the issues of erosion control and slope stability the Colac Otway Shire has developed an integrated stormwater management plan.

This plan will control the stormwater in the townships by improving the existing table drains, increasing the capacity of driveway culverts, installing kerb and channel, sealing intersection and installing reticulated pits and pipes.

This particular contract is for the works associated with the supply and installation of driveway crossings, in situ concrete works, pavement sealing, table drains realignment and installation of minor pits and pipes. Additional contracts will be used to manage the installation of trunk pits and pipes and the landscaping of overland waterways.

The Request for Tender (RFT) for the proposed contract was advertised in the Colac Herald on Friday 15 December 2017, in the Geelong Advertiser on Saturday 16 December 2017, and in the Herald Sun on Wednesday 13 December 2017 and Wednesday 10 January 2018. The RFT was also advertised on Council's website and via eProcure. Tenders closed on 7 February 2018.

Tenders were received from the following 3 contractors:

Fitzgerald Civil Pty Ltd
Leprechaun Landscapes
PJ & T McMahons Excavation

Tenders were assessed, taking into account the following selection criteria:

Price	50%
Experience and Track Record	25%
Resources and Capacity	20%
Economic Contribution to Colac Otway Region	5%

The tender evaluation panel nominated Fitzgerald Civil Pty Ltd as the preferred tenderer.

If successful in being awarded the contract Fitzgerald Civil Pty Ltd proposes to commence works on 12 March, with a proposed completion date of 31 July 2018.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

During the design phase the community was given opportunity to comment on the proposed stormwater management plans. There were two separate drop in sessions held as well as mail outs and advice on both the WyeSep Connect web page and the Bushfire Recovery Facebook page.

Advice regarding the tender process has been communicated to the community through the newsletters on the WyeSep Connect web page and through mail outs to all residents in Wye River and Separation Creek.

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

Procuring services through a tender process aligns with Council's goal of providing value for money services for our community.

ENVIRONMENTAL IMPLICATIONS

The Contractor is required under the contract to provide a suitable, approved environmental plan which will actively prevent incidents and occurrences.

SOCIAL & CULTURAL IMPLICATIONS

Not applicable.

ECONOMIC IMPLICATIONS

Not applicable.

LEGAL & RISK IMPLICATIONS

The preferred tenderer, Fitzgerald Civil Pty Ltd (previously Wayne Fitzgerald Civil and Landscape Contracting), has a good track record of management of risks and completion of contracts to specification and on time. Council should be confident that contracting with Fitzgerald Civil Pty Ltd will manage exposure to occupational health and safety issues and any non-compliance issues with the contract.

Fitzgerald Civil Pty Ltd has provided details to confirm it has an effective, suitable occupational health and safety system.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

The preferred tender of Fitzgerald Civil Pty Ltd is within Council's available budget. However, as previously mentioned, there are three projects that are to be delivered from Council's stormwater management plan for Wye River and Separation Creek, the other projects being for the installation of trunk pits and pipes and the landscaping of overland waterways. An RFT for the installation of trunk pits and pipes was released at the same time as the RFT for the currently proposed contract and is currently under evaluation. Based on tenders received for the first two projects and the estimated cost of the landscaping of overland waterways project there is an estimated shortfall in funding of approximately \$953,000. It should be noted however that in the context of the \$5.97M overall funding received there is only a shortfall of 12.6% between the budget and the

delivery cost of all bushfire recovery projects, which is \$6.72M. It is submitted that this shortfall is reflective of an overall estimated increase of 20% in infrastructure costs across the state as the product of an oversupply of work available to contractors.

It is proposed that Council apply for further funding from the Department of Environment, Land, Water and Planning to meet the project shortfall. It is proposed the Council award the currently proposed contract while awaiting the outcome of the funding application to avoid incurring unnecessary overhead costs and to prevent a greater portion of the works having to be delivered during winter. If Council is unsuccessful in an application for further funding there are provisions within both the contract for installation of driveway crossings and the contract for installation of trunk pits to reduce the scope of works. Such a reduction in the scope of works can be effected without financial penalty to Council.

7. IMPLEMENTATION STRATEGY

DETAILS

Upon Council's approval, the Contract will be awarded and works will be programmed to commence. Fitzgerald Civil Pty Ltd proposes to commence works 12 March 2018, with a proposed completion date of 31 July 2018. This is well before the 28 September 2018 practical completion date nominated by Council.

COMMUNICATION

Letters of acceptance and contracts will be issued to Fitzgerald Civil Pty Ltd. The contracts 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.

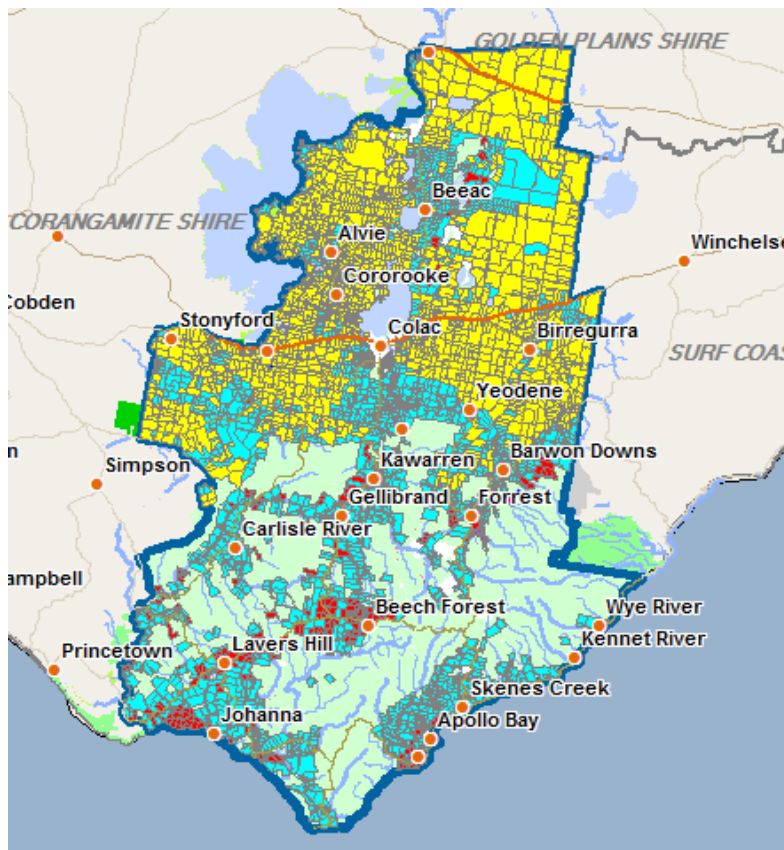
ORDINARY COUNCIL MEETING

AUTHORISATION OF OFFICERS UNDER THE PLANNING AND ENVIRONMENT ACT

OM182802-12

LOCATION / ADDRESS	2-6 Rae Street	GENERAL MANAGER	Errol Lawrence
OFFICER	Errol Lawrence	DEPARTMENT	Corporate Services
TRIM FILE	F17/9071	CONFIDENTIAL	No
ATTACHMENTS	1. Authorisation for Simon Clarke Strategic Planning & Major Projects Co-ordinator		
PURPOSE	To appoint a new officer under the Planning and Environment Act 1987.		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

The purpose of the report is for Council to appoint Simon Clarke, Strategic Planning and Major Projects Co-ordinator, as an authorised officer under section 147(4) of the *Planning and Environment Act 1987*.

3. RECOMMENDATION

That Council:

- 1. Appoints Simon Clarke, Strategic Planning and Major Projects Co-ordinator as an authorised officer pursuant to section 147(4) of the *Planning and Environment Act 1987*.**
- 2. Notes that the Instrument of Appointment and Authorisation comes into force immediately the common seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.**
- 3. Delegates to the Chief Executive Officer authority to sign and place under Council seal the Instrument of Appointment and Authorisation.**

4. BACKGROUND / KEY INFORMATION

BACKGROUND

The *Planning and Environment Act 1987* (the Act) establishes a framework for planning the use, development and protection of land in Victoria in the present and long-term interests of all Victorians.

Various staff members within the Council's Planning, Environment and Community Safety Departments are required to undertake assessments, give advice or investigate various issues in relation to the Act. In order to undertake these assessments legally, particularly during issues of non-compliance, authorisation under the Act is required.

KEY INFORMATION

Council has appointed Simon Clarke as the Strategic Planning and Major Projects Co-ordinator to fill a vacancy within the planning department. This new officer commences on 19 March 2018 and requires authorisation under the Act due to the following:

- The *Planning and Environment Act 1987* regulates enforcement and is reliant on authorised officers acting on behalf of the Responsible Authority.
- Legal advice recommends that authorised officers be appointed by Council using an instrument to address specific authorisation provisions of section 147(4) of the *Planning and Environment Act 1987* versus the broader authorisations of section 224 of the *Local Government Act 1989*.

It is important to note that the broader Instrument of Appointment and Authorisation by the Chief Executive Officer pursuant to section 224 of the *Local Government Act 1989* must also be retained as it appoints the officer's position as an authorised officer for the administration and enforcement of other acts.

FURTHER SUPPORTING INFORMATION

5. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable

6. ANALYSIS

ALIGNMENT TO COUNCIL PLAN OR COUNCIL POLICY

The authorisation is required for officers to investigate and enforce planning and land use issues as outlined in this report and directly address the themes of the Council Plan: Our Prosperity, Our Places, Our Community and Our Leadership and Management.

ENVIRONMENTAL IMPLICATIONS

Authorisation is required for officers to investigate and enforce planning and land use issues as outlined in this report serve to protect the wider environment in line with the requirements of the planning scheme and *Planning and Environment Act 1987*.

SOCIAL & CULTURAL IMPLICATIONS

The required authorisation for the officers to investigate and enforce planning and land use issues as outlined in this report serve to protect places of noted social and cultural significance in line with the requirements of the planning scheme and *Planning and Environment Act 1987*.

ECONOMIC IMPLICATIONS

Not applicable

LEGAL & RISK IMPLICATIONS

The *Planning and Environment Act 1987* regulates enforcement and is reliant on authorised officers acting on behalf of the responsible authority.

RESOURCE IMPLICATIONS (FINANCIAL ETC)

Not applicable

7. IMPLEMENTATION STRATEGY

DETAILS

The attached Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) come into force immediately upon execution.

COMMUNICATION

Not applicable

TIMELINE

The attached Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) comes into force immediately after the common seal of Council is affixed to the Instruments by the Acting Chief Executive Officer.

8. OFFICER DIRECT OR INDIRECT INTEREST

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



INSTRUMENT OF APPOINTMENT AND AUTHORISATION

(Planning and Environment Act 1987)

In this Instrument “**officer**” means –

SIMON CLARKE

By this Instrument of Appointment and Authorisation Colac Otway Shire Council –

1. Under section 147(4) of the *Planning and Environment Act 1987* appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and

It is declared that this Instrument –

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

This Instrument is authorised by a resolution of the Colac Otway Shire Council on 28 February 2018.

THE COMMON SEAL of Colac Otway Shire
Council was hereunto affixed in accordance
with Local Law No 4

.....
Chief Executive Officer

Dated

ORDINARY COUNCIL MEETING
NOTICE OF MOTION –
COUNCILLOR VOTING ON GRAN FONDO RESOLUTIONS
OM182802-13

COUNCILLOR Stephen Hart

ATTACHMENTS 1. NOTICE OF MOTION No. 272 - Cr Stephen Hart - Signed -
Councillor Voting on Gran Fondo Resolutions

1. COUNCILLOR COMMENT

The resolutions adopted on 13 December 2017 and 24 January 2018 regarding the Gran Fondo event were considered in 'Closed Session' to allow discussion on legal advice. Council has already decided that the adopted resolutions are not confidential so there is no reason to restrict Councillors from saying how they voted. If a division was called on one or both resolutions, then that information should be disclosed as it would normally be with any Council resolution open to the public.

2. OFFICER COMMENT

Council has sought legal opinion that the manner in which a Councillor votes on an item considered at a Council meeting that is closed to members of the public is 'confidential information' for the purposes of s 77 of the *Local Government Act 1989*. This is because, as states the legal opinion, it constitutes 'information...provided to the Council...in relation to a matter considered by the Council...at a meeting closed to members of the public'. 'Information' in this context should be characterised as encompassing everything that was said or done or exchanged at the Council meeting while it was closed to the public. It should not be limited to, say, written information.

The legal opinion goes on to state that the only circumstance under which that information ceases to be confidential is if Council resolves in those terms. Simply resolving that a resolution is no longer confidential will be insufficient – a broader statement will be required. For example, Council might resolve that 'the matter' no longer be confidential.

To conclude, the legal advice is that the manner in which a Councillor voted on a confidential item is 'confidential information' and cannot be further disclosed, unless Council resolves otherwise.

3. NOTICE OF MOTION

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on **28 February 2018**.

Council:

- 1. Notes that at the ordinary meeting on 24 January 2018 Council agreed that the resolution adopted in 'Closed Session' on 13 December 2017 regarding the Gran Fondo event in calendar years 2019 and 2020 and that the resolution adopted in 'Closed Session' on 24 January 2018 regarding the Gran Fondo event in 2018 are both not confidential, and***
- 2. Resolves that, in light of the fact that the two resolutions are not confidential, Councillors are permitted to disclose how they voted on the resolutions and the Council is to disclose how Councillors voted on each of the resolutions, when the resolutions are published, if that has been recorded in the relevant Minutes.***

NOTICE OF MOTION

BY

COUNCILLOR Stephen Hart

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on **28 February 2018**.

Council:

1. *Notes that at the ordinary meeting on 24 January 2018 Council agreed that the resolution adopted in 'Closed Session' on 13 December 2017 regarding the Gran Fondo event in calendar years 2019 and 2020 and that the resolution adopted in 'Closed Session' on 24 January 2018 regarding the Gran Fondo event in 2018 are both not confidential, and*
2. *Resolves that, in light of the fact that the two resolutions are not confidential, Councillors are permitted to disclose how they voted on the resolutions and the Council is to disclose how Councillors voted on each of the resolutions, when the resolutions are published, if that has been recorded in the relevant Minutes.*

Councillor Comment (optional)

The resolutions adopted on 13 December 2017 and 24 January 2018 regarding the Gran Fondo event were considered in 'Closed Session' to allow discussion on legal advice. Council has already decided that the adopted resolutions are not confidential so there is no reason to restrict Councillors from saying how they voted. If a division was called on one or both resolutions, then that information should be disclosed as it would normally be with any Council resolution open to the public.

SHART

Councillor **Stephen Hart**

DATED: 7.2.18

ORDINARY COUNCIL MEETING
NOTICE OF MOTION –
RECRUITMENT OF A PERMANENT CHIEF EXECUTIVE OFFICER
OM182802-14

COUNCILLOR Stephen Hart

ATTACHMENTS 1. NOTICE OF MOTION No. 270 - Cr Stephen Hart - Signed - Recruitment of a Permanent CEO

1. COUNCILLOR COMMENT

Recruitment for a permanent appointment of a Chief Executive Officer

Resignation

Following the resignation of Council's Chief Executive Officer, Sue Wilkinson, an acting Chief Executive Officer, Robert Dobrzynski, was appointed from 4 September 2017. His initial term as acting Chief Executive Officer ceased on 31 January 2018. Tony McGann was appointed as an acting Chief Executive Officer from 1 February 2018.

Unsuccessful recruitment process

A recruitment process for a permanent Chief Executive Officer commenced prior to Sue Wilkinson's departure, with a recruitment firm being appointed in August 2017. Applications were received from approximately 35 candidates. After various interview processes, Councillors proceeded to a final interview of three candidates. The final interviews of three candidates occurred on Tuesday 28 November 2017 at Colac. Of those, referee details were obtained from two candidates and references were checked for two candidates. Prior to Christmas 2017 all remaining candidates were informed that they were unsuccessful and the recruitment firm was informed that Council would not be making a permanent appointment from this process. At the Council meeting on 24 January 2018 Council formally ended the process by adopting the following resolution by majority vote:

Council:

- 1. Notes that the recruitment firm Davidson - Executive and Boards was engaged in August 2017 to assist Council in its recruitment of a permanent CEO following Sue Wilkinson's resignation.**
- 2. Notes that approximately 35 applications were received.**
- 3. Notes that Davidson - Executive and Boards progressed three applicants to the final interview stage and conducted reference checks for two of those applicants.**
- 4. Resolves not to appoint a permanent CEO from the selection process recently undertaken by Davidson - Executive and Boards.**
- 5. Authorises Council's Manager People, Performance & Culture to inform Davidson – Executive and Boards of Council's decision.**
- 6. Resolves that this resolution is not confidential.**

Local Government Act

The recruitment of a permanent Chief Executive Officer is an important decision of Councillors. It is the only appointment of Council staff made by Councillors. Section 94 of the *Local Government Act* outlines the legal requirements.

In particular, Section 94 (1A) states:

(1A) The Council must make a permanent appointment to the position of Chief Executive Officer as soon as is reasonably practicable after a vacancy in the position occurs.

Section 94 (3) states:

(3) A Council may only appoint a person to be its Chief Executive Officer after it has invited applications for the position in a notice in a newspaper circulating generally throughout Victoria and has considered all applications received by it that comply with the conditions specified in the notice.

Section 94 (5) states:

(5) A Council must not remunerate in any way a person who has filled the Chief Executive Officer's position on an acting basis for 12 months for anything the person does in respect of that position after that 12 month period (unless the person is appointed after the Council has complied with subsection (3)).

Section 94 (7) (a) states:

(7) A contract of employment as Chief Executive Officer between a Council and a person is void if it is made—

(a) in circumstances that are contrary to this section; or

These requirements are most relevant to the notice of motion.

Basis for the resolution

The key message from the *Local Government Act* is that Councillors are expected to 'make a permanent appointment to the position of Chief Executive Officer as soon as is reasonably practicable.' The word 'must' is used in section 94 (1A) so the timing isn't meant to be at the whim of Councillors.

'Practicable' is defined in the Macquarie dictionary as 'capable of being put into practice'.

Section 94 (5) of the Act gives the impression that there is an expectation that the position will be filled within 12 months of a vacancy as an acting Chief Executive Officer cannot be remunerated for longer than a 12 month period. I am aware, however, that there are different opinions within Council in relation to Section 94 (5).

Sue Wilkinson lodged her resignation more than six months ago and her resignation took effect more than five months ago. Council failed to make a permanent appointment after a five month recruitment process. Even if Council starts another recruitment process today, by the time the position is re-advertised it will be six months or more since it was last advertised.

The purpose of this resolution is to make it clear that Council aims to re-advertise the position by the end of March 2018. The resolution makes it clear that if the re-advertising doesn't happen by 31 March 2018 that it should happen as soon as possible after that date. The effect of this resolution is that it effectively empowers the Mayor to take 'all reasonable steps' to keep making progress on the issue between Council meetings.

Anything less is, arguably, a failure to comply with the *Local Government Act*.

2. OFFICER COMMENT

No officer comment required. The matter is one for Council's deliberation and decision.

3. NOTICE OF MOTION

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on **28 February 2018**.

MOTION 1

Council:

- 1. Asks the Mayor to arrange for quotes to be obtained from suitably experienced recruitment firms to assist with the recruitment of a permanent Chief Executive Officer following the resignation of Sue Wilkinson which was effective 15 September 2017, and**
- 2. Asks the Mayor to arrange for quotes to be obtained from suitably qualified persons for the role of Probity Auditor in relation to the re-advertising, recruitment process and subsequent appointment of a permanent Chief Executive Officer,**
- 3. Instructs that a Special Meeting be called for 5pm, 14 March 2018 at COPACC, Colac to consider the quotes with a view of (1) the appointment a recruitment firm, and (2) the appointment to the role of Probity Auditor.**

MOTION 2

Council:

- 1. Notes that Sue Wilkinson ceased as the Chief Executive Officer on 15 September 2017,**
- 2. Notes that effective from 4 September 2017, Council has operated with an acting Chief Executive Officer,**
- 3. Notes that section 94 (1A) of the Local Government Act states that “The Council must make a permanent appointment to the position of Chief Executive Officer as soon as is reasonably practicable after a vacancy in the position occurs”, and**
- 4. Resolves to take all reasonable steps to re-advertise the Chief Executive Officer position by the end of March 2018 or as soon as possible after that date.**

NOTICE OF MOTION

BY

COUNCILLOR Stephen Hart

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on **28 February 2018**.

MOTION 1

Council:

1. *Asks the Mayor to arrange for quotes to be obtained from suitably experienced recruitment firms to assist with the recruitment of a permanent Chief Executive Officer following the resignation of Sue Wilkinson which was effective 15 September 2017, and*
2. *Asks the Mayor to arrange for quotes to be obtained from suitably qualified persons for the role of Probity Auditor in relation to the re-advertising, recruitment process and subsequent appointment of a permanent Chief Executive Officer,*
3. *Instructs that a Special Meeting be called for 5pm, 14 March 2018 at COPACC, Colac to consider the quotes with a view of (1) the appointment a recruitment firm, and (2) the appointment to the role of Probity Auditor.*

MOTION 2

Council:

1. *Notes that Sue Wilkinson ceased as the Chief Executive Officer on 15 September 2017,*
2. *Notes that effective from 4 September 2017, Council has operated with an acting Chief Executive Officer,*
3. *Notes that section 94 (1A) of the Local Government Act states that "The Council must make a permanent appointment to the position of Chief Executive Officer as soon as is reasonably practicable after a vacancy in the position occurs", and*
4. *Resolves to take all reasonable steps to re-advertise the Chief Executive Officer position by the end of March 2018 or as soon as possible after that date.*

Councillor Comment (optional)

To be provided.

SKH

Councillor **Stephen Hart**

DATED: 1.2.18

Ref: D18/2945

Councillor Comment

Recruitment for a permanent appointment of a Chief Executive Officer

Resignation

Following the resignation of Council's Chief Executive Officer, Sue Wilkinson, an acting Chief Executive Officer, Robert Dobrzynski, was appointed from 4 September 2017. His initial term as acting Chief Executive Officer ceased on 31 January 2018. Tony McGann was appointed as an acting Chief Executive Officer from 1 February 2018.

Unsuccessful recruitment process

A recruitment process for a permanent Chief Executive Officer commenced prior to Sue Wilkinson's departure, with a recruitment firm being appointed in August 2017. Applications were received from approximately 35 candidates. After various interview processes, Councillors proceeded to a final interview of three candidates. The final interviews of three candidates occurred on Tuesday 28 November 2017 at Colac. Of those, referee details were obtained from two candidates and references were checked for two candidates. Prior to Christmas 2017 all remaining candidates were informed that they were unsuccessful and the recruitment firm was informed that Council would not be making a permanent appointment from this process. At the Council meeting on 24 January 2018 Council formally ended the process by adopting the following resolution by majority vote:

Council:

- 1. Notes that the recruitment firm Davidson - Executive and Boards was engaged in August 2017 to assist Council in its recruitment of a permanent CEO following Sue Wilkinson's resignation.***
- 2. Notes that approximately 35 applications were received.***
- 3. Notes that Davidson - Executive and Boards progressed three applicants to the final interview stage and conducted reference checks for two of those applicants.***
- 4. Resolves not to appoint a permanent CEO from the selection process recently undertaken by Davidson - Executive and Boards.***
- 5. Authorises Council's Manager People, Performance & Culture to inform Davidson – Executive and Boards of Council's decision.***
- 6. Resolves that this resolution is not confidential.***

Local Government Act

The recruitment of a permanent Chief Executive Officer is an important decision of Councillors. It is the only appointment of Council staff made by Councillors. Section 94 of the *Local Government Act* outlines the legal requirements.

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(3) A Council may only appoint a person to be its Chief Executive Officer after it has invited applications for the position in a notice in a newspaper circulating generally throughout Victoria and has considered all applications received by it that comply with the conditions specified in the notice.

Section 94 (5) states:

(5) A Council must not remunerate in any way a person who has filled the Chief Executive Officer's position on an acting basis for 12 months for anything the person does in respect of that position after that 12 month period (unless the person is appointed after the Council has complied with subsection (3)).

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(a) in circumstances that are contrary to this section; or

These requirements are most relevant to the notice of motion.

Basis for the resolution

The key message from the *Local Government Act* is that Councillors are expected to 'make a permanent appointment to the position of Chief Executive Officer as soon as is reasonably practicable.' The word 'must' is used in section 94 (1A) so the timing isn't meant to be at the whim of Councillors.

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The purpose of this resolution is to make it clear that Council aims to re-advertise the position by the end of March 2018. The resolution makes it clear that if the re-advertising doesn't happen by 31 March 2018 that it should happen as soon as possible after that date. The effect of this resolution is that it effectively empowers the Mayor to take 'all reasonable steps' to keep making progress on the issue between Council meetings.

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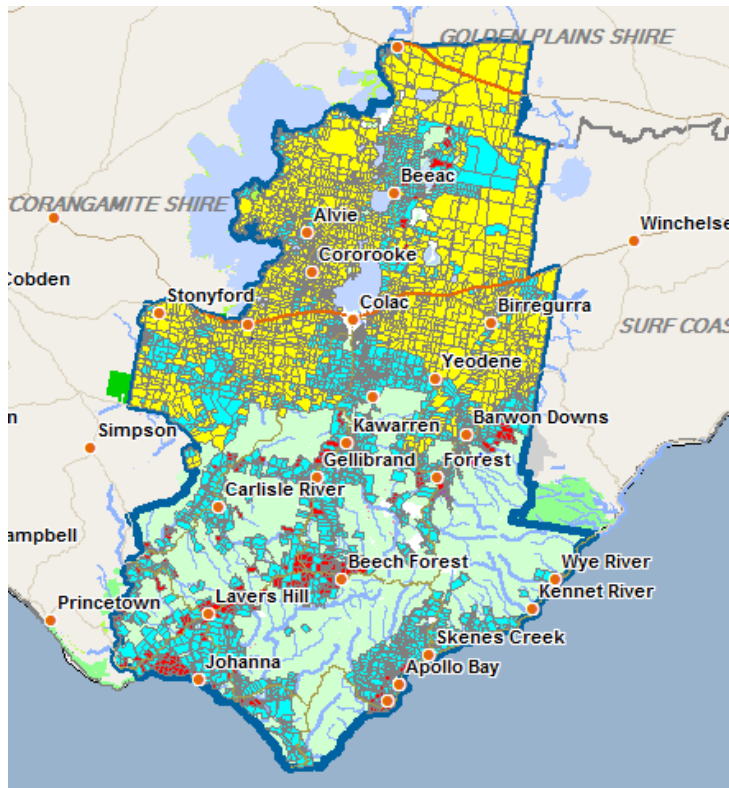
ORDINARY COUNCIL MEETING

OLD BEECHY RAIL TRAIL MINUTES AND ASSEMBLY OF COUNCILLORS NOTES

OM182802-15

LOCATION / ADDRESS	Whole of municipality	GENERAL MANAGER	Errol Lawrence
OFFICER	Sarah McKew	DIVISION	Corporate Services
TRIM FILE	F17/6554	CONFIDENTIAL	No
ATTACHMENTS	<ol style="list-style-type: none"> 1. Assembly of Councillors - 17 January 2018 2. Assembly of Councillors - Councillor Briefing - 17 January 2018 3. Assembly of Councillors - Colac Regional Saleyards Advisory Committee - 20180119 4. Assembly of Councillors - Councillor Briefing - 24 January 2018 5. Assembly of Councillors - Councillor Workshop - 31 January 2018 6. Assembly of Councillors - Councillor Briefing - 7 February 2018 7. Assembly of Councillors - Lake Colac Advisory Committee - 13 February 2018 8. Assembly of Councillors - Councillor Briefing - 14 February 2018 9. Meeting Minutes - Old Beechy Rail Trail Committee - 19 September 2017 - confirmed 		
PURPOSE	To report the minutes of the Old Beechy Rail Trail Committee and to report the Assemblies of Councillors		

1. LOCATION PLAN / AERIAL PHOTO



2. EXECUTIVE SUMMARY

ASSEMBLIES OF COUNCILLORS

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.

OLD BEECHY RAIL TRAIL COMMITTEE MINUTES

Colac Otway Shire formed the Old Beechy Rail Trail Committee (OBRTC) on 26 September 2001. The OBRTC was conferred as a Section 86 Committee under the *Local Government Act 1989* and delegated the functions, duties and powers set forth in the schedule titled Old Beechy Rail Trail Committee Charter. The Charter was developed as the basis of the Instrument of Delegation to be used by the Old Beechy Rail Trail Committee.

The Old Beechy Rail Trail Committee, Special Committee, Charter states that:

- “Minutes of the Old Beechy Rail Trail Committee should be included in the Council agenda once any confidential items have been identified and the minutes have been confirmed by the Committee” (Item 6.1.1).
- “Confidential minutes of the Old Beechy Rail Trail Committee are to be included in an In-Committee agenda of Council” (Item 6.1.2).

3. REPORTING

1. *The Assemblies of Councillors are reported herewith.*
2. *The minutes of the Old Beechy Rail Trail Committee for 19 September 2017 are reported herewith.*

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:

Assembly of Councillors	17 January 2018
Councillor Briefing	17 January 2018
Colac Saleyards Advisory Committee	18 January 2018
Councillor Briefing	24 January 2018
Councillor Workshop	31 January 2018
Councillor Briefing	7 February 2018
Lake Colac Advisory Committee	13 February 2018
Councillor Briefing	14 February 2018

The following minutes of the Old Beechy Rail Trail Committee are attached to this report:

Old Beechy Rail Trail Committee	19 September 2017
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8. 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		
ATTENDEES: Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Trevor Olsson		
EXTERNAL ATTENDEES: Nil		
APOLOGIES: Nil		
ABSENT: Cr Smith		
Meeting commenced at 11.10am		
Declarations of Interest	Item	Reason
Nil		
Time	Item	Attendees
11.10am – 12.15pm	Employment Issues	Trevor Olsson
12.15pm	Meeting closed	



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, Michael Swanson, Bláithín Butler, Daniel Fogarty, Nicholas Welsh, Gary Warrener, Hege Eier		
EXTERNAL ATTENDEES: Nil		
APOLOGIES: Nil		
ABSENT: Cr Smith		
Meeting commenced at 1.13pm		
Declarations of Interest	Item	Reason
Having declared a conflict of interest, Cr Hanson left the meeting at 2.17pm and returned at 2.47pm.	Cr Hanson Mooleric Road Quarry	Indirect Interest – Section 78B I live close to the Mooleric Quarry site and have an association with objectors to the proposal. I also have a direct relationship with the Mt Gellibrand wind farm.
Councillor Briefing		
Time	Item	Attendees
1.13pm – 1.50pm	Strategic Financial Considerations and Priority Projects Cr McCracken left the meeting at 1.39pm; returned at 1.44pm. Cr Schram left the meeting at 1.44pm; returned at 1.48pm.	



Councillor Briefing (continued)		
Time	Item	Attendees
1.50pm – 1.56pm	Road Management Plan Review	
1.56pm – 2.17pm	Apollo Bay Resort and Planning Cr Woodcroft left the meeting at 2.11pm; returned at 2.17pm.	Bláithín Butler
2.17pm – 2.43pm	Mooleric Road Quarry Having declared a conflict of interest, Cr Hanson left the meeting at 2.17pm.	Bláithín Butler
2.43pm – 2.47pm	Break Cr Schram left the meeting at 2.46pm and did not return.	
2.47pm – 3.28pm	2018-19 Budget – Business Case Review – Workshop #1 Cr Potter left the meeting at 3.20pm; returned at 4.18pm. Cr Hanson returned to the meeting at 2.47pm.	Daniel Fogarty Nicholas Welsh
3.28pm – 3.30pm	Break	
3.30pm – 3.45pm	2018/19 Budget – Operating Budget Analytical Review Cr McCracken left the meeting at 3.40pm; returned at 3.42pm.	Daniel Fogarty
3.45pm – 4.06pm	2018/19 Budget – User Fees and Charges Review Workshop #2	Daniel Fogarty
4.06pm – 4.17pm	School Crossing Arrangements for 2018	
4.17pm – 4.38pm	Former Library Annexe Community Consultation Cr McCracken left the meeting at 4.18pm; returned at 4.20pm. Cr Hanson left the meeting at 4.37pm; returned at 4.40pm	Michael Swanson
4.38pm – 4.48pm	Australia Day Events and Awards Review	Gary Warrener Hege Eier
4.48pm – 4.56pm	General Business <ul style="list-style-type: none"> Colac Lake Foreshore 	
4.56pm	Meeting closed	

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.

Assembly Details: Colac Saleyards Advisory Committee

Date: 18 Jan 2018

Time: 9.00am – 11.00am

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:

.....

Officer/s:

.....

Left meeting at: **No conflict of interest declared**

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 Hart, Cr Schram, Cr Potter, Cr McCracken, Robert Dobrzynski, Errol Lawrence, Tony McGann, Gareth Smith, Sarah McKew, Lyndal McLean		
EXTERNAL ATTENDEES: Nil		
APOLOGIES: Cr Hanson		
ABSENT: Cr Smith		
Meeting commenced at 2.00pm		
Declarations of Interest	Item	Reason
Nil		
Councillor Briefing		
Time	Item	Attendees
2.00pm – 2.53pm	Pre-Council Meeting preparation Cr Schram left the meeting at 2.10pm; returned at 2.11pm.	Sarah McKew Lyndal McLean
2.53pm	Meeting closed	



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		
EXTERNAL ATTENDEES: Warwick Ballinger (Objectors Group), Shelly Fanning (Objectors Group), Stephen Hancock (Objectors Group), Sonja Ballinger (Objectors Group), Lachlan Forsyth (DELWP), Wayne Kayler-Thomson (GORRT), Graham Duff (Oceans United Investments Group Pty Ltd), Ros McGee (Spowers Architects), Brydon King (BJK Planning)		
APOLOGIES: Nil		
ABSENT: Cr Smith		
Declarations of Interest	Item	Reason
Having declared a conflict of interest, Cr Hanson left the meeting at 4.02pm and did not return.	Cr Hanson	Mooleric Road Quarry
		Indirect interest – Section 78A I have a direct interest with the Mt Gellibrand Wind Farm which has become linked to the quarry developer through Federal Court action.
Councillor Workshop		
Time	Item	Attendees
11.00am – 11.50am	275 Barham Road Tourist Resort Development Apollo Bay - Presentations and representatives from the Objectors Group.	Brydon King Warwick Ballinger Shelly Fanning Stephen Hancock Sonja Ballinger Lachlan Forsyth Doug McNeill

Councillor Workshop (continued)		
Time	Item	Attendees
11.50am – 11.55am	Break	
11.55am – 12.30pm	275 Barham Road Tourist Resort Development Apollo Bay - Presentations/meetings with representatives from Great Ocean Road Regional Tourism.	Wayne Kayler-Thomson Lachlan Forsyth Brydon King Lachlan Forsyth Doug McNeill
12.30pm – 12.35pm	Break	
12.35pm – 1.20pm	275 Barham Road Tourist Resort Development Apollo Bay - Presentations/meetings with representatives from United Investments Group Pty Ltd and Spowers Architects.	Graham Duff Ros McGee Lachlan Forsyth
1.20pm – 1.30pm	Break	
2.30pm – 3.52pm	275 Barham Road Tourist Resort Development Apollo Bay - Discussion between Council and Council officers regarding the merits of the application and the issues raised by the community to assist in establishing a position of Council. Cr Hart left the meeting at 2.55pm; returned at 2.57pm. Cr Schram left the meeting at 2.58pm; returned at 3.00pm. Cr Woodcroft left the meeting at 3.15pm; returned at 3.21pm.	Brydon King Lachlan Forsyth Bláithín Butler Doug McNeill
3.52pm – 4.02pm	Break	
4.02pm – 4.30pm	Mooleric Road Consultative Committee Having declared a conflict of interest, Cr Hanson left the meeting at 4.02pm and did not return.	Doug McNeill Bláithín Butler
4.30pm	Meeting closed	



Assembly of Councillors

INVITEES:

Cr Smith, Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Errol Lawrence, Tony McGann, Gareth Smith

ATTENDEES:

Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Errol Lawrence, Tony McGann, Gareth Smith, Nicholas Welsh, Paul Carmichael, Gary Warrener, Nicole Frampton, Doug McNeill, Tamzin McLennan, Suzanne Barker, Jade Thomas, Debbie Leeson-Rabie, Bláithín Butler, Sarah McKew, Lyndal McLean, Michael Swanson, Ian Seuren.

EXTERNAL ATTENDEES:

Leigh Barrett (CORRA), Donald Walker, Sharron Swaneveld (President, Pennyroyal Hall Committee)

APOLOGIES:

Nil

ABSENT:

Cr Smith

Declarations of Interest	Item	Reason
Having declared a conflict of interest, Cr Potter left the meeting at 3.03pm and did not return.	Cr Potter	Bluewater update (General Business)
Having declared a conflict of interest, Cr Hanson left the meeting at 3.23pm and did not return.	Cr Hanson	Mooleric Road Quarry Consultative Committee (Special Council Meeting preparation)
		Indirect interest – Section 78 Indirect conflict in that my cousin is a director of BDH which is involved in legal action with the Shire surrounding Bluewater.
		Indirect interest – Section 78A I have a direct interest with the Mt Gellibrand wind farm which has become linked to the quarry developer through Federal Court action.

Councillor Briefing

Time	Item	Attendees
11.00am – 11.20am	Pennyroyal Hall	Leigh Barrett Sharron Swaneveld Donald Walker

Councillor Briefing (continued)		
Time	Item	Attendees
11.20am – 11.25am	Break	
11.25am – 12.00pm	2018/19 Business Case Review – Workshop #2 Cr Schram attended the meeting at 11.25am.	Nicholas Welsh
12.00pm – 12.48pm	2018 Rating Strategy – Modelling of Options Cr Hanson attended the meeting at 12.05pm. Cr Schram left the meeting at 12.10pm; returned at 12.35pm.	Nicholas Welsh Paul Carmichael
12.48pm – 1.45pm	Break	
1.45pm – 2.04pm	Council's Grants Program Review and Guidelines	Gary Warrener Michael Swanson Nicole Frampton
2.04pm – 2.32pm	Former Colac High School and Colac West Development Plan Cr Woodcroft left the meeting at 2.27pm; returned at 2.35pm.	Ian Seuren Doug McNeill Tamzin McLennan Suzanne Barker
2.32pm – 2.53pm	Pennyroyal Hall & Associated Property	Jade Thomas
2.53pm – 2.59pm	Marengo Conservation Reserve - Petition	Debbie Leeson-Rabie
2.59pm – 3.03pm	Break	
3.03pm – 3.06pm	General Business <ul style="list-style-type: none"> Bluewater update Having declared a conflict of interest, Cr Potter left the meeting at 3.03pm and did not return. Cr Schram left the meeting at 3.06pm and did not return.	



Councillor Briefing (continued)		
Time	Item	Attendees
3.06pm – 3.20pm	Break	
3.20pm – 3.48pm	Special Council Meeting preparation Having declared a conflict of interest, Cr Hanson left the meeting at 3.23pm and did not return.	Doug McNeill Bláithín Butler Sarah McKew Lyndal McLean
3.48pm	Meeting closed	



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:

13.12.2018

Time:

1-3 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: Chris Smith

Officer/s: Stewart Anderson

Matter/s Discussed: Lake Colac Master Plan and other environmental issues

(some e.g's. Discussions 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.P.

Left meeting at:

Completed by: STEWART ANDERSON

Assembly of Councillors

INVITEES: Cr Smith, Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Tony McGann, Errol Lawrence, Gareth Smith, Ian Seuren		
ATTENDEES: Cr Woodcroft, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Tony McGann, Errol Lawrence, Gareth Smith, Ian Seuren, Sarah McKew, Doug McNeill, Bláithín Butler, Tamzin McLennan, Hal Martin, Lyndal McLean		
EXTERNAL ATTENDEES: Nil		
APOLOGIES: Nil		
ABSENT: Cr Smith		
Meeting commenced at 1.35pm		
Declarations of Interest	Item	Reason
Nil		
Councillor Briefing		
Time	Item	Attendees
1.35pm – 2.13pm	Local Government Bill – Exposure Draft	Sarah McKew
2.13pm – 2.31pm	Apollo Bay Tourist Resort Planning Application update	Doug McNeill
2.31pm – 2.51pm	Development Plan – 6230 and 6280 Great Ocean Road, Apollo Bay Cr Woodcroft attended the meeting at 2.48pm.	Doug McNeill Bláithín Butler

Councillor Briefing (continued)		
Time	Item	Attendees
2.51pm – 2.56pm	Break	
2.56pm – 3.27pm	COPACC Cinema lease renewal	Tamzin McLennan Hal Martin
3.27pm – 3.30pm	Break	
3.30pm – 3.45pm	Response to Apollo Bay Aquatic Centre Proposal	Tamzin McLennan
3.45pm – 3.51pm	Break	
3.51pm – 3.55pm	Planning Meeting preparation	Doug McNeill Bláithín Butler Sarah McKew Lyndal McLean
3.55pm	Meeting closed	



	<p>chopping board. Plastic chopping boards (\$12 each) make two letters per board. Noel to further investigate the painting of the letters and report back to the Committee.</p> <ul style="list-style-type: none"> OBRT Maps and Brochure – Prices provided at 8/8/2017 meeting as follows: <ul style="list-style-type: none"> 16pp DL Old Beechy Rail Trail Map – 5,000 DL brochures \$1,561 (exc GST). 2pp DL Old Beechy Rail Trail Map – 5,000 DL brochures \$463 (exc GST). 32pp Old Beechy Rail Trail Map – 5,000 105mm x 75mm pocket sized brochures \$1,100 (exc GST). Z Card (Colac and Apollo Bay Walking and Cycling Maps) – 10,000 pocket brochures \$8,500 plus need to allow for graphics \$550 (exc GST). <p>Due to the workload of committee members in pulling together the Hunt for the Golden Gumboot event, the working group will resume discussions for the new maps and brochure following the event.</p> <ul style="list-style-type: none"> OBRT marketing equipment – teardrop flag/banner. Philippa provided an update at the 8/8/17 meeting – see Appendix 1 Meeting Notes 8/8/17 for detail. In principle support for an increase in cost to ensure a better quality banner was provided at the 8/8/17 meeting. Tear drop banner will be ready for collection on Friday 22/9/17. Aerial Maps of Aireys St to Coram including Forest St to Colac Lavers Hill Road – maps presented at the 8/8/17 meeting with item discussed in General Business on 8/8/17. See Appendix 1 Meeting Notes – General Business for 8/8/17 meeting for detail. Committee Trail Inspection – Action Plan provided to the committee at 8/8/17 meeting. See Appendix 1 Meeting Notes – General Business for 8/8/17 meeting for detail. Trail development on the Queen St & Pound Rd corner – update provided at 8/8/17 meeting – see Appendix 1 Meeting Notes 8/8/17 for detail. Nothing further to report. 	Marketing/ Governance/ Promotions/ Events working group	
5.	<p>CORRESPONDENCE – IN</p> <ul style="list-style-type: none"> 6/6/2017 – Email from Bernard Jordan – Apology for August Committee meeting 6/6/2017 – Email from Bec Cross (DELWP) – following up on items discussed at 6/6/2016 – Bec has provided the committee with notes from a recent presentation at a Sustainable Trails Conference which may assist the committee with strategic planning (notes will be provided to the committee at the August meeting). Bec has also offered to work with the committee in developing a Facebook page. 20/7/2017 – Email from Tricia Jukes – Re Golden Gumboot event. 		

<p>is the leaf</p> <p>ossible</p> <p>tion has been</p> <p>rees</p> <p>e 'reach-arm'</p> <p>e) – member</p> <p>th cattle</p>	
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	<p>crossing the trail and two gates have recently been installed along a public section. The adjoining property owner appears to be using the trail as their boundary fence. It was discussed by the committee that the property boundary fence will need to be fixed and reinstated, and the two gates should be removed.</p> <p>Action: Nicole to discuss with the Gellibrand Depot.</p> <ul style="list-style-type: none"> There are a number of sections where the trail is really wet. This was noticeable from the pile bridge to Larsons Gate. Larsons Gate – Question: What has happened since the last meeting? Group discussed option to change the location of the gate. <p>Action: Nicole to discuss with the Gellibrand Depot as to what could happen. Cr Smith to discuss with Mr Larson.</p> <p>Update – nothing has happened since the last meeting.</p> <p><u>Committee identified issues from 19/9/17 meeting – Nicole to discuss with COS Services and Operations</u></p> <ul style="list-style-type: none"> A few members commented that the trail is in good condition considering the wet weather. Gravel stockpiled in Beech Forrest – response not yet received from Gellibrand Depot. Gate at Coram (on Forest St South) is often left open – Nicole to investigate. Lock was replaced prior to 8/8/17 meeting. <p>Project Report – provided by Project Delivery Officer</p> <ul style="list-style-type: none"> No current OBRT Projects – Nothing to report 	<p>Nicole Frampton</p> <p>Nicole Frampton / Cr Smith</p>	
8.	<p>FRIENDS REPORT</p> <ul style="list-style-type: none"> See Meeting Notes from 8/8/17 meeting for update from previous meeting. Quiet along the trail due to weather conditions. Noel visited the Port Fairy Rail Trail recently. Observations and photos of the visit were provided to the committee. The trail committee is celebrating 40 years since the line closed. Koroit railway station is used for events and available for hire. The station master house and school house have been renovated. The rail trail caters to bus trips. Noel noticed OBRT brochures at the Visitor Information Centre. The Port Fairy Rail Trail differs from the Old Beechy Rail Trail in that it is long and straight. Noticed that there are no signs to indicate distances, no seats along the trail and no shelters except for the one at Moyne. Most sections allow horses along the trail. The trail is diverted around the towns. 	Noel Barry	
9.	<p>TREASURERS REPORT</p> <ul style="list-style-type: none"> Bank statements are being received every quarter. Bank reconciliation statement provided – as at 31/08/2017, the Old Beechy Rail Trail Committee Cheque Account has a balance of \$7,229.25 <p>Moved: Tricia Jukes</p> <p>Seconded: Noel Barry</p> <p>Carried.</p> <p><u>Hunt for the Golden Gumboot expenses/income discussion</u></p> <ul style="list-style-type: none"> This year's event is over budget by \$500. This balances out from last year's event budget that was under by \$500. This year's event to use the 	Tricia Jukes	

surplus \$500 from last year's event. The budget will need to be looked at for next year's event. The account balance does not include the Colac Otway Shire Festival and Event Support Scheme grant.

- Outstanding accounts to be paid:
 - Golden Gumboot brochure printing – Colac Herald \$354.01.
- Motion** – “That the Old Beechy Rail Trail Committee provides permission for all invoices associated with the Hunt for the Golden Gumboot event to be paid in line with the event budget”.
Moved: Tricia Jukes
 Seconded: Philippa Bailey.
 Carried.
- Motion** – “That the Old Beechy Rail Trail Committee approves the additional funding required for the purchase of the tear drop banner and the payment of the invoice”.
Moved: Tricia Jukes
 Seconded: Philippa Bailey.
 Carried.

10. EXECUTIVE OFFICER REPORT

Pedestrian Tracker Counters
 See Appendix 1 for 8/8/2017 numbers.
19/9/2017 meeting numbers

	Reading	Ped Count	No of Days	Peds/day
Colac	9889	493	47	10
Coram	2744	183	47	4
Maggio's Rd.	32697	262	47	6
Maxwell Rd.	66411	245	47	5
Fry's Rd.	No reading provided			
Larson's Gate	No reading provided			
Zappelli's	No reading provided			
Ditchley	No reading provided			
Beech Forest	No reading provided			
Fairyland	No reading provided			

Note: Will need to check the counters where readings have not been provided prior to the next meeting.

Nicole Frampton

	<p><u>Event Applications</u></p> <p>Received at 8/8/2017 meeting:</p> <ul style="list-style-type: none"> 2017 Golden Gumboot event application received – no vehicles are expected to travel along the trail during the event period. No "Application to use a Recreational Vehicle" is required. <p>Received at 19/9/2017 meeting:</p> <ul style="list-style-type: none"> Nil. <p><u>Other</u></p> <ul style="list-style-type: none"> Child Safe Standards and Working with Children Checks – detailed information provided at the 8/8/17 meeting. Refer to Appendix 1 Meeting Notes for detail. <p>19/9/2017 discussion – One committee member does not have access to a computer; they tried to use the Colac Library computers but had difficulties. Nicole to assist the committee member to complete online application.</p>	Nicole Frampton	
11.	<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> <u>Hunt for the Golden Gumboot 2017</u> Detailed update provided at the 8/8/2017 meeting – refer to Appendix 1 Meeting Notes for detailed information. Update: <ul style="list-style-type: none"> Event begins this weekend – 23/9 to 8/10. Timber theme. Various ways to participate including: <ul style="list-style-type: none"> The Golden Gumboot Hunt – Gellibrand River to Pile Bridge The Golden Gumboot Challenge – Gellibrand River to Ferguson Gumboot decorating BBQ and fishing Art Workshop Gellibrand Community House has been very supportive. Echidna House has also been involved. Brochure distributed to committee members. Entry forms distributed. Main expenses are the advertising - \$1,000 for advertisements and newspaper; \$500 for radio. BBQ and entertainment organised for 8/10. Note – there will an increase in costs associated with this year's bbq. Philippa acknowledged all the work that Tricia has done in organising the event. MixxFM and OCR FM interviews to be conducted this week. Emergency Plan submitted – First Aid – community member has offered to be the nominated first aid officer. All committee members invited to the BBQ on 8 October. Rex Norman Park – Gellibrand Depot has been informed of the event along the trail and that the park will need to be tidied prior to the bbq. 		

	<p>The picnic shelter works may not be finished in time, however the site will be made safe.</p> <ul style="list-style-type: none"> • Committee Structure and Future Meetings Refer to Appendix 1 Meeting Notes for detailed discussion notes from 8/8/17 meeting. <p>Working Groups Following discussion at today's meeting, it was decided to trial two working groups:</p> <ul style="list-style-type: none"> ○ Maintenance and Future Planning working group ○ Marketing/Governance/Promotions/Events working group <p>The working groups would provide an opportunity for committee members to discuss and undertake work in between designated committee meetings. The working groups would provide an update at the following committee meetings of tasks and discussions the working groups have had. The working groups are not able to make decisions as stated in the Old Beechy Rail Trail Committee Charter. Any discussions requiring a decision will need to be brought to Old Beechy Rail Trail Committee Meetings for approval.</p> <p>In previous years there have been working groups established for the organising of the Hunt for the Golden Gumboot event.</p> <p>Motion – "That the Old Beechy Rail Trail Committee establishes two working groups (Maintenance and Future Planning working group; and Marketing/Governance/Promotions/Events working group) to assist in managing and improving the Old Beechy Rail Trail in line with the responsibilities of the Old Beechy Rail Trail Committee Charter."</p> <p>Moved: Tricia Jukes Seconded: Noel Barry. Carried.</p> <ul style="list-style-type: none"> ○ All committee members are invited to attend working group meetings. ○ It's proposed that the working groups will meet at 9am prior to Old Beechy Rail Trail Committee meetings at 10am. ○ The working groups to provide an update of all discussions to the full committee meeting. <p>Old Beechy Rail Trail Committee meetings</p> <ul style="list-style-type: none"> ○ Number of official Old Beechy Rail Trail Committee meetings. The Old Beechy Rail Trail Committee Charter states that "the Committee must meet at least 4 times per year". The committee currently meets 6 times per year. Following committee discussion it was decided that the number of meetings per year would continue to be 6. ○ The COPACC meeting room is currently booked 10am to 12:30pm. Nicole to arrange for the booking to be changed to 9am to 11:30am to reflect: <ul style="list-style-type: none"> ▪ 9am to 10am – working groups meetings (all committee members invited but not obligated to attend) ▪ 10am to 11:30am – Old Beechy Rail Trail Committee Meeting. 		
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Nicole
Frampton

	<ul style="list-style-type: none"> Philippa took a bushwalking group along the trail on the weekend and met another group walking along the trail from Ballarat. Feedback was very positive. Philippa noted that there was an opportunity to promote the OBRT to bushwalking groups as a package. Marketing/Governance/Promotions/Events working group to discuss further. Toilet at Kawarren – Philippa noted that the appearance of the toilet block wasn't very appealing and perhaps a mural could be painted on the side to improve the appearance. Opportunity to explore possible grant opportunities. Promotional Old Beechy Rail Trail DVD – Philippa suggested that perhaps it's time to make updated promotional dvd of the trail. There could be opportunity to incorporate information that would allow the dvd to be used as a learning tool. Opportunity to explore possible grant opportunities. <u>Crowes Buffer Stop</u> Cyril Marriner informed the committee that he cannot keep up with the maintenance of the Crowes Buffer Stop (Lavers Hill section) and was concerned about the state of the area. Cyril asked whether a service club could be approached to assist with the maintenance. Note – anyone completing any maintenance along the trail would need to be a member of the Friends of the OBRT and be supervised by the Friends of the OBRT to ensure they are covered by insurance and are undertaking works in accordance with the agreed requirements for trail maintenance. Nicole to discuss whether Council's Services and Operations team can assist with maintaining the Crowes Buffer Stop site. Community members can submit any maintenance issues/concerns/requests through Council's Merit (Customer Request) system. Cyril noted that he would like to pass on his local knowledge of Crowes Buffer Stop to the new members of the Committee. Cyril has a genuine enthusiasm for the Crowes Buffer Stop and wants to ensure the history of the site is documented and not lost. <u>Meeting Quorum</u> Tony Grogan raised the need to avoid meetings without a quorum. The OBRT Committee Charter states that "where a member has failed to attend 3 consecutive meetings without leave" the Committee could declare a position vacant. Nicole to directly contact appointed committee members to ensure they are aware of the requirement to attend meetings. Committee discussion around 'leave of absence' or appointment of proxy members. 	<p>Committee to investigate</p> <p>Committee to investigate</p> <p>Nicole Frampton</p> <p>Nicole Frampton</p>	
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	<ul style="list-style-type: none"> Gate to Coram (on Forest St South) is being often left open – Nicole to investigate. Note – a new lock was installed prior to the 8/8/17 meeting. 2018 Meeting dates The proposed dates for 2018 were discussed. If the meetings continue to be on the first Tuesday of the even months then there will be a couple of clashes. 2018 dates are as follows: <ul style="list-style-type: none"> Tuesday 6 February 2018 (appointment of Chairperson and Treasurer) Tuesday 27 March 2018 (changed from 3/4/18 to avoid Easter Tuesday and school holidays) Tuesday 5 June 2018 Tuesday 7 August 2018 Tuesday 18 September (changed from 2/10/18 to move meeting away from school holidays and avoid clash with Hunt for the Golden Gumboot event) Tuesday 4 December 2018 	Nicole Frampton	
12.	<p>Meeting closed 11:30am.</p> <p>Next meeting – Tuesday 5 December 2017 – 10:00am to 11:30am Committee meeting. Venue – COPACC Meeting Room 2 Working Group meeting: 9:00am to 10:00am (TBA)</p> <p>2018 Committee Meeting Dates:</p> <ul style="list-style-type: none"> Tuesday 6 February 2018 (appointment of Chairperson and Treasurer) Tuesday 27 March 2018 Tuesday 5 June 2018 Tuesday 7 August 2018 Tuesday 18 September Tuesday 4 December 2018 <p>2018 Meeting Times:</p> <ul style="list-style-type: none"> 9:00 – 10:00am – working group meetings (TBA) – contact Nicole if meetings are going ahead so that emails can be forwarded to all members to attend if they are interested. 10:00 – 11:30am – Old Beechy Rail Trail Committee Meeting 		



APPENDIX 1

MEETING NOTES – NO MEETING QUORUM


	ITEMS & ACTIONS	RESPONSIBLE OFFICER	ACTION DUE DATE
1.	<p>ATTENDEES</p> <p>Cr Chris Smith (Chairperson), Nathan Swain, Noel Barry, Philippa Bailey, Tricia Jukes, Bec Cross (DELWP Proxy). Nicole Frampton (COS – Minutes) Non-voting attendees – Tony Grogan</p> <p><i>Note – no committee meeting quorum</i></p>		
2.	<p>APOLOGIES</p> <p>Bernard Jordan, Ronice Knight, Sue Thomas, Cyril Marriner, Andrew Daffy, Philip Dandy</p> <p><u>ABSENT</u></p> <p>Bob Atkins, Virginia Atkins, Jordan Wood , Mark Mellington.</p>		
3.	<p>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING – 6 June 2017</p> <p>Corrections – Minor spelling corrections</p> <p><i>Note – no committee quorum – item carried over to next Old Beechy Rail Trail Committee Meeting (19 September 2017)</i></p>	Carried over to 19 September 2017 Meeting – due to no committee meeting quorum	
4.	<p>BUSINESS ARISING from previous minutes.</p> <ul style="list-style-type: none"> Signage – Sign presented for discussion – “Please report any damage or issues to Colac Otway Shire on 5232 9400” (OBRT and COS logo). Nicole to get a price for the signage. Coram Station Sign replacement – still no response from the foundry. Noel to find a phone number to make contact. Other possible materials for the letters discussed. OBRT Maps and Brochure – Prices provided: <ul style="list-style-type: none"> 16pp DL Old Beechy Rail Trail Map – 5,000 DL brochures \$1,561 (exc GST). 2pp DL Old Beechy Rail Trail Map – 5,000 DL brochures \$463 (exc GST). 32pp Old Beechy Rail Trail Map – 5,000 105mm x 75mm pocket sized brochures \$1,100 (exc GST). Z Card (Colac and Apollo Bay Walking and Cycling Maps) – 10,000 pocket brochures \$8,500 plus need to allow for graphics \$550 (exc 	<p>Nicole Frampton</p> <p>Noel Barry</p>	

	<p>GST).</p> <ul style="list-style-type: none"> OBRT marketing equipment – teardrop flag/banner. Philippa Bailey provided an update. Question asked: does COS or any other member have any generic photos that could be used on the banner – Nicole to check the COS photo library. Nathan will check his photos to see if there is anything suitable. Nicole and Nathan to send photos to to Philippa. <p>It was discussed that the cost of the banner will cost more than the additional \$100 agreed to by the Committee at the June 2017 meeting. Due to no committee meeting quorum, the Committee members present agreed that Philippa continue to progress the artwork for the banner. In principle support for an increase in cost to ensure a better quality banner was provided – item to be endorsed at the next OBRT meeting. Once the artwork has been finalised, Philippa Bailey, Cr Chris Smith, Tricia Jukes and Nicole Frampton to approve the banner design prior to printing.</p> <ul style="list-style-type: none"> Aerial Maps of Aireys St to Coram including Forest St to Colac Lavers Hill Road – maps presented for discussion. This item to be discussed in General Business. Committee Trail Inspection – Action Plan provided to the committee for discussion. This item to be discussed further in General Business. Trail development on the Queen St & Pound Rd corner – update provided. Nicole has discussed this possible project with the Infrastructure Department. Committee is keen to have something that acknowledges the OBRT located in this area (directional, descriptive and/or interpretive signage and landscaping similar to the new roundabouts). Nicole to continue to liaise with the Infrastructure Department and involve committee if a project is to be developed for this area. 	<p>Nicole Frampton & Nathan Swain</p> <p>Philippa Bailey</p> <p>See General Business</p> <p>See General Business</p>	
5.	<p>CORRESPONDENCE – IN</p> <ul style="list-style-type: none"> 6/6/2017 – Email from Bernard Jordan – Apology for August Committee meeting 6/6/2017 – Email from Bec Cross (DELWP) – following up on items discussed at 6/6/2016 – Bec has provided the committee with notes from a recent presentation at a Sustainable Trails Conference which may assist the committee with strategic planning (notes will be provided to the committee at the August meeting). Bec has also offered to work with the committee in developing a Facebook page. 20/7/2017 – Email from Tricia Jukes – Re Golden Gumboot event. 31/7/2017 – Email from Ronice Knight – Apology for August Committee meeting. 7/8/2017 – Email from Cyril Marriner – Apology for August Committee meeting. 		

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Nicole
Frampton /
Cr Smith



8.	FRIENDS REPORT <ul style="list-style-type: none">• Not much to report – the recent weather has made it difficult to undertake any work.• Committee discussion – it was asked whether the committee members would be in favour of some extra shelters over some of the seats in between some of the station shelters. This was discussed, however no formal decision was made, the committee members present were not keen for the installation of intermediate shelters; members were of the opinion that shelters should only be installed at station sites. Member concerns included: the trail would become cluttered and additional maintenance would be required.	Noel Barry																																																								
9.	TREASURERS REPORT <ul style="list-style-type: none">• Bank statements are being received every quarter.• Bank reconciliation statement provided – as at 31/05/2017, the Old Beechy Rail Trail Committee Cheque Account has a balance of \$6,729.25• There are no outstanding cheques.	Tricia Jukes																																																								
10.	EXECUTIVE OFFICER REPORT <u>Pedestrian Tracker Counters</u> <table><tr><th></th><th>Reading</th><th>Ped Count</th><th>No of Days</th><th>Peds/day</th></tr><tr><td>Colac</td><td>9396</td><td>551</td><td>55</td><td>10</td></tr><tr><td>Coram</td><td>2561</td><td>277</td><td>55</td><td>5</td></tr><tr><td>Maggio's Rd.</td><td>32435</td><td>566</td><td>55</td><td>10</td></tr><tr><td>Maxwell Rd.</td><td>66166</td><td>328</td><td>55</td><td>6</td></tr><tr><td>Fry's Rd.</td><td>9070</td><td>1726</td><td>163</td><td>11</td></tr><tr><td>Larson's Gate</td><td>43560</td><td>3213</td><td>163</td><td>20</td></tr><tr><td>Zappelli's</td><td>No reading provided</td><td></td><td></td><td></td></tr><tr><td>Ditchley</td><td>No reading provided</td><td></td><td></td><td></td></tr><tr><td>Beech Forest</td><td>No reading provided</td><td></td><td></td><td></td></tr><tr><td>Fairyland</td><td>No reading provided</td><td></td><td></td><td></td></tr></table> <p>Note: Larson's Gate has the highest number of pedestrians per day.</p> <p><u>Event Applications</u></p> <ul style="list-style-type: none">• 2017 Golden Gumboot event application received - no vehicles are expected to travel along the trail during the event period. No "Application to use a Recreational Vehicle" is required.		Reading	Ped Count	No of Days	Peds/day	Colac	9396	551	55	10	Coram	2561	277	55	5	Maggio's Rd.	32435	566	55	10	Maxwell Rd.	66166	328	55	6	Fry's Rd.	9070	1726	163	11	Larson's Gate	43560	3213	163	20	Zappelli's	No reading provided				Ditchley	No reading provided				Beech Forest	No reading provided				Fairyland	No reading provided				Nicole Frampton	
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	<p><u>Other</u></p> <ul style="list-style-type: none"> • Child Safe Standards and Working with Children Checks <ul style="list-style-type: none"> ○ An update of the changes in legislation were provided to the committee. As volunteers of Colac Otway Shire, OBRT committee members will need to apply for a Working with Children Check. This is an online application process that is free for volunteers. ○ Nicole will provide committee members with further correspondence when available relating to Council Section 86 committee's. A booklet "Child Safe Standards – Information for Community Organisations" is being developed which will be distributed to relevant organisations. Further information will be provided shortly. 	Nicole Frampton	
11.	<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • <u>Committee Structure and Future Meetings</u> Nicole provided a proposal for discussion around establishing working groups to progress actions and much needed work in between the set Committee Meeting dates. It was also proposed that the committee consider reducing the number of regular meetings from 6 to 4, which is still in-line with the Committee's Instrument of Delegation and Charter. <p><u>Discussion</u> There was general support for trialling the working groups. One issue would be that a working group cannot make decisions as they have no power in their own right and therefore couldn't move forward until any decisions are considered by the full OBRT committee. Committee members present asked if there would be another mechanism to vote?</p> <p>If working groups were established, an update/report to the formal OBRT committee meetings would be provided; this could then save time in the committee meetings.</p> <p>Some of the working groups could meet prior or after set OBRT committee meetings.</p> <p>Discussion around the consideration of reducing the regular meetings from 6 to 4 meetings per year. Member consensus of those present was to keep 6 meetings per year and work towards reducing the duration of the official committee meeting to 1.5 hours.</p> <p>Committee discussion about the number of working groups – consider initially having 2 or 3 working groups.</p> <ul style="list-style-type: none"> ○ Maintenance and Future Planning working group – would focus on the physical aspects of the trail including maintenance and the improvement and enhancement of the OBRT. This working group would discuss and determine ways to fix issues identified during committee trail inspections; any identified trail maintenance; possible trail re-alignment of various sections to 		

	<p>improve the existing trail; and any possible new sections of the trail.</p> <ul style="list-style-type: none"> Marketing/Governance/Promotions/Events working group – would focus on the governance and strategic requirements of the committee; the marketing/promotion of the trail including the development of a marketing plan, any marketing materials including brochures, flags/banners, signage, social media (Facebook, Instagram); and sourcing of any necessary funding for these purposes. <p>This working group would develop and monitor strategic plans for the management and maintenance of the OBRT; define policies and procedures to ensure operation of the Committee of Management with its legal and social responsibilities; ensure committee adherence to the Section 86 Instrument of Delegation and Charter; and develop a management and marketing plan for the trail.</p> <p>Committee discussion with the proposal – this would provide some accountability for the committee and members could start doing something in the working groups.</p> <p>The committee members present discussed their interests to participate in the two working groups.</p> <ul style="list-style-type: none"> Maintenance and Future Planning working group – Nathan, Noel, Chris Marketing/events working group – Sue, Tricia, Philippa Nicole would provide the necessary support to the established working groups. <p>Working group reports would be provided at every committee meeting. This would provide updates to other members of what the working group is working on and also provide the opportunity for any decisions to be made if required.</p> <p>There was general consensus for working group's to be trialled over the next few months. This will be further discussed at the next meeting on 19/9/2017.</p> <ul style="list-style-type: none"> <u>Golden Gumboot 2017</u> Action sheet provided to the committee – committee members present discussed the activities to be completed. Tricia asked if someone on the committee has First Aid qualifications who could attend the event bbq – Committee is required to have a qualified First Aid member who will need to stay at the whole event. Committee members will check local community for any volunteers. <p><u>Update:</u></p> <ul style="list-style-type: none"> Planning for the event is well underway. 		
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	<ul style="list-style-type: none"> o Theme this year is "timber industry" o 2 events planned for this year's event <ul style="list-style-type: none"> ▪ "Hunt for the Golden Gumboot" – event is aimed at families and younger children (Gellibrand to the pile bridge), and ▪ "Golden Gumboot Challenge" – event to be run over 25km of the OBRT from Kwarren to Ferguson. o Copy of the new flyer provided to the committee. o Registration form will be updated. o Sponsors have been sought and great support for the events - more sponsorship letters to be sent out. Event still needs \$500 cash sponsorship to help cover event costs. o Challenge questions discussed with committee members. o Prizes – organisers are working on getting prizes. o No colouring competition this year. o Advertising – organising committee is still working through this. o Entertainment has been booked. o Props and signage – committee members will install the signs for "Golden Gumboot Challenge starts here" and "Golden Gumboot Hunt starts here"; still need to get signs for the various workshops (signage text still being developed – still confirming dates of various workshops). o Entry form boxes have been made. o Raffle will run again - at the Gellibrand Store <p>Next Golden Gumboot event working group meeting will be held on Thursday 24 August at 12pm at Gellibrand Store.</p> <ul style="list-style-type: none"> • <u>Future planning / OBRT improvements</u> <ul style="list-style-type: none"> o Aerial Maps of Aireys St to Coram including Forest St to Colac Lavers Hill Road – maps presented for discussion. o Committee Trail Inspection – Action Plan provided to the committee members present for discussion. <p>These items will be discussed on Thursday 24 August with the Maintenance and Future Planning working group following the Golden Gumboot event working group meeting which will be held at 12pm at the Gellibrand Store.</p> • <u>Trail development of the Queen St & Pound Rd corner</u> Discussed in Business Arising – Committee is keen to have OBRT signage in this area – possible directional and interpretive signage. Nicole to continue to liaise with infrastructure department and involve committee when project is to be developed. • Nathan asked whether the gravel being stockpiled in the carpark at Beech Forest as you head into Fairy Park was left over from a previous job and if 	<p>Golden Gumboot event working group</p> <p>Maintenance and Future Planning working group</p> <p>Nicole Frampton</p>	
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	<p>it will be used in the future, or whether this will be used at an upcoming job.</p> <p>Action – Nicole to check with the Gellibrand Depot when this material will be moved.</p>	Nicole Frampton	
12.	<p>Meeting closed 12:09pm.</p> <p>Next meeting – Discussion – next meeting is scheduled for 3 October 2017 10am to 12.30pm – Nicole will be an apology, this is also during the school holidays and during the Hunt for the Golden Gumboot. Members present suggested this date be changed. Nicole to inform all committee members not present of the change of date.</p> <p>Next meeting – Tuesday 19 September 10am to 12:30pm. Meeting Venue – COPACC Meeting Room 2</p> <p><u>Working group and other meeting dates</u></p> <ul style="list-style-type: none"> • Golden Gumboot event working group meeting – Thursday 24 August at 12pm at Gellibrand Store. • Maintenance and Future Planning working group – Nathan, Noel, Chris and any other interested committee members – Thursday 24 August following the Golden Gumboot event working group meeting which will be held at 12pm at the Gellibrand Store. • Marketing/Governance/Promotions/Events working group – OBRT Brochures will be discussed by working group following 19/9/17 meeting. Meeting date and time still to be set. <p><u>Proposed upcoming meeting dates:</u></p> <ul style="list-style-type: none"> • Tuesday 5 December 2017 		



CLOSED SESSION

Recommendation

That pursuant to the provisions of Section 89(2) of the Local Government Act, the meeting be closed to the public and Council move into Closed Session in order to deal with:

SUBJECT	REASON	SECTION OF ACT
<i>Minutes of the Closed Session Council Meeting held on 24 January 2018.</i>	this matter deals with contractual matters; AND this matter may prejudice the Council or any person.	Section 89 (2) (d) & (h)
<i>Notice of Motion - Recruitment of a Permanent Chief Executive Officer</i>	this matter deals with personnel matters; AND this matter deals with contractual matters.	Section 89 (2) (a) (d)