



Colac Otway  
SHIRE

**AGENDA**

ORDINARY COUNCIL MEETING  
OF THE  
COLAC-OTWAY SHIRE  
COUNCIL

25 MAY 2011

at 3:00 PM

COPACC Meeting Rooms

An audio recording of this meeting is being made for the purpose of verifying the accuracy of the minutes of the meeting. In some circumstances the recording may be disclosed, such as where Council is compelled to do so by court order, warrant, subpoena or by any other law, such as the Freedom of Information Act 1982.

# COLAC-OTWAY SHIRE COUNCIL MEETING

25 MAY 2011

## TABLE OF CONTENTS

### OFFICERS' REPORTS

#### CHIEF EXECUTIVE OFFICER

OMI12505-1	CEO'S PROGRESS REPORT TO COUNCIL.....	9
------------	---------------------------------------	---

#### CORPORATE AND COMMUNITY SERVICES

OMI12505-2	ACCESS, EQUITY AND INCLUSION PLAN - 2010-2013.....	35
OMI12505-3	S86 COMMITTEE OF MANAGEMENT FOR THE LAVERS HILL WATERHOLE RESERVE.....	93
OMI12505-4	COMMUNITY REFERENCE GROUP MEMBERSHIP POLICY.....	99
OMI12505-5	FENCING FOR EVENTS .....	109

#### INFRASTRUCTURE AND SERVICES

OMI12505-6	ROAD MANAGEMENT COMPLIANCE REPORT.....	119
OMI12505-7	PARKING PETITION - RAE STREET, COLAC.....	129
OMI12505-8	KENNETT RIVER DRAINAGE PETITION.....	135

#### SUSTAINABLE PLANNING AND DEVELOPMENT

OMI12505-9	INTERIM ARRANGEMENTS FOR TOURISM INDUSTRY SUPPORT .....	143
OMI12505-10	SUBMISSION TO TOURISM VICTORIA REGARDING THE REPRESENTATIVE STRUCTURE OF THE PROPOSED REGIONAL TOURISM BOARD. ....	149
OMI12505-11	NEIGHBOURHOOD SAFER PLACES ASSESSED THROUGH TASKFORCE 23 .....	155

#### GENERAL BUSINESS

OMI12505-12	ASSEMBLY OF COUNCILLORS .....	231
-------------	-------------------------------	-----

NOTICE is hereby given that the next *ORDINARY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL* will be held in COPACC Meeting Rooms on 25 May 2011 at 3:00 pm.

---

## **AGENDA**

### **1. OPENING PRAYER**

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

### **2. PRESENT**

### **3. APOLOGIES**

### **4. MAYORAL STATEMENT**

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

Colac Otway Shire encourages active community input and participation in Council decisions. Council meetings provide one of these opportunities as members of the community may ask questions to Council either verbally at the meeting or in writing.

Please note that some questions may not be able to be answered at the meeting, these questions will be taken on notice. Council meetings also enable Councillors to debate matters prior to decisions being taken.

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

An audio recording of this meeting is being made for the purpose of verifying the accuracy of the minutes of the meeting. In some circumstances the recording may be disclosed, such as where Council is compelled to do so by court order, warrant, subpoena or by any other law, such as the Freedom of Information Act 1982.'

Thank you, now question time. 30 minutes is allowed for question time. I remind you that you must ask a question, if you do not have a question you will be asked to sit down and the next person will be invited to ask a question. This 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

**5. QUESTION TIME**

**6. DECLARATION OF INTEREST**

**7. CONFIRMATION OF MINUTES**

- **Special Council Meeting held on the 20/04/11**
- **Ordinary Council Meeting held on the 27/04/11.**

**Recommendation**

***That Council confirm the above minutes.***

## OFFICERS' REPORTS

### **Chief Executive Officer**

OM112505-1 CEO'S PROGRESS REPORT TO COUNCIL

### **Corporate and Community Services**

OM112505-2 ACCESS, EQUITY AND INCLUSION PLAN - 2010-2013  
OM112505-3 S86 COMMITTEE OF MANAGEMENT FOR THE LAVERS HILL  
WATERHOLE RESERVE  
OM112505-4 COMMUNITY REFERENCE GROUP MEMBERSHIP POLICY  
OM112505-5 FENCING FOR EVENTS

### **Infrastructure and Services**

OM112505-6 ROAD MANAGEMENT COMPLIANCE REPORT  
OM112505-7 PARKING PETITION - RAE STREET, COLAC  
OM112505-8 KENNETT RIVER DRAINAGE PETITION

### **Sustainable Planning and Development**

OM112505-9 INTERIM ARRANGEMENTS FOR TOURISM INDUSTRY SUPPORT  
OM112505-10 SUBMISSION TO TOURISM VICTORIA REGARDING THE  
REPRESENTATIVE STRUCTURE OF THE PROPOSED REGIONAL  
TOURISM BOARD.  
OM112505-11 NEIGHBOURHOOD SAFER PLACES ASSESSED THROUGH  
TASKFORCE 23

### **General Business**

OM112505-12 ASSEMBLY OF COUNCILLORS

**Rob Small**  
**Chief Executive Officer**







**OM112505-1****CEO'S PROGRESS REPORT TO COUNCIL**

AUTHOR:	Rhonda Deigan	ENDORSED:	Rob Small
DEPARTMENT:	Executive	FILE REF:	GEN00460

**EXECUTIVE****G21 Geelong Regional Alliance**

The Mayor and CEO attended a meeting of the G21 Board on 29 April 2011. This meeting, hosted by the Borough of Queenscliffe, included:

- Briefings from Hon Richard Marles MP and Mr Darren Cheeseman MP
- Further discussions on Regional Development Australia Fund guidelines and applications
- 2011-12 G21 Budget approval
- Skilled Stadium funding
- G21 Pillar Chair Selection Criteria and Process
- G21 Priority Projects approval process for Pillars

**Towards Liveable Communities Consultative Committee (TLC3) Planning Workshop**

A very effective workshop was held to clearly determine an action plan for the group. The four hour high energy process was attended by State regional managers and managers representing Colac Area Health, Otway Health, Glastonbury, St Laurence and Colac Otway Shire.

**Vic Roads Local Council Visit**

The CEO and General Manager for Infrastructure & Services met with representatives from Vic Roads on the 9 May 2011 to discuss:

- Vic Roads Regional Structure
- Department of Transport Regionalisation
- Delivery of the Vic Roads 2010-2011 program and potential 2011-2012 program
- Maintenance of entrances to Colac
- Alternative Heavy Vehicle Route update
- Speed limits in the Otways
- Duplication of the Princes Highway from Winchelsea to Colac
- Upgrades to Colac-Skenes Creek Road and Great Ocean Road
- Vegetation Maintenance Envelope.

**CEO Business Meetings**

The CEO and General Manager for Sustainable Planning & Development have commenced a series of meetings with local business owners and managers. These meetings have been initiated by Council to provide an opportunity for the sharing of information between local businesses and the Council.

Since the scheduling of these meetings, a letter from Otway Business Inc. citing concerns with Council's Planning Unit, has also prompted meetings to be held with those businesses and individuals reported to have planning issues. These meetings will be used as part of the continuous improvement process currently in force in that unit and should further improve the excellent service provided by our planning staff. It should be noted that these

complainants represent only a small percentage of the vast volume of planning applications considered by planning staff each year.

### **Great South Coast (GSC) Municipalities Group Meeting**

The Mayor and CEO attended this meeting on 13 May 2011 in Port Fairy. Agenda items included:

- Great South Coast Terms of Reference
- V/Line regional update
- Great South Coast legal structure
- Great South Coast branding/corporate identity
- Prioritising GSC regional projects
- GSC's top 5 priority projects
- GSC Executive Officer appointment
- The impacts of the Japanese earthquake/tsunami on south west Victoria's plantation forests
- Local Government Forum, Wednesday 18 May

### **Great South Coast Regional Strategic Plan Forum**

Attended by the CEO on 18 May 2011 in Warrnambool, this forum was organised to provide all Councillors and CEOs of the Great South Coast with an update on the progress of the implementation of the Great South Coast Regional Strategic Plan.

### **State & Federal Budgets**

Council has been delighted to see the realisation of key election promises for this region included in the recent State & Federal Budgets. A number of these initiatives are the result of the advocacy undertaken by this Council on behalf of its community over many years and the strong relationships Council has with our local State and Federal Members of Parliament. We thank them for their efforts in securing the following funding for this Shire:

#### **State:**

- \$15 million for 8 overtaking lanes on the Princes Highway West of Colac
- \$10 million for a rail passing loop on the Warrnambool line between Colac and Camperdown which will enable an increase in the number of train services available for train travellers
- \$5 million for planning works on duplication of the Princes Highway from Colac to Winchelsea
- \$11 million to complete the Colac Secondary College
- \$700,000 to plan for an upgrade to Apollo Bay P-12 College
- \$4 million over four years for Council's bridges and roads.

#### **Federal:**

- \$7 million Princes Highway West
- \$28 million Princes Highway to Winchelsea
- \$15 million for Stage 4b of the Geelong Ring Road
- \$50 million Geelong Port to Adelaide railway lines
- \$1.2 million in the Roads to Recovery program
- \$3.7 million for the redevelopment of the Bluewater Fitness Centre
- \$1.2 million for a Colac Youth Health Hub
- \$5 million towards the Colac Trade Training Centre
- \$29,200 for four Seniors' Internet Kiosks in Colac (Bowling Club, Legacy House, Library and U3A)
- \$46,000 for improvements to the Irrewillipe Hall
- \$14,000 for improvements to the Cororooke Hall.

## **CORPORATE & COMMUNITY SERVICES**

### **Notice of Intention to Enter into a Lease**

Following the receipt of the title for 10 Lavers Hill Cobden, Laver Hill, an advertisement has been placed in the Colac Herald and the Otway Light advising that council intends to grant a lease to the Country Fire Authority (CFA) to continue to operate a local fire brigade station on the Council owned land.

A person may make a submission on the proposal to enter into a lease with the CFA by Wednesday 15 June 2011.

Any submissions will be heard at the Council meeting on 29 June 2011.

### **Environmental Health**

#### **Activities undertaken during April 2011**

- 28 inspections of a total of 367 food premises, were carried out in April.
- 21 inspections of selling points for tobacco were also carried out to ensure legislative requirements are being met.
- 1 caravan park inspection was carried out to ensure compliance with new legislation.
- 1 prescribed accommodation premises was inspected.
- 25 food stalls inspected at various food events.
- 8 septic tank inspections were carried out with 2 permits to install and 4 permits to use systems being issued.
- 4 food recalls were received.
- 6 complaints were investigated including:
  - Noise
  - Tobacco (displayed product)
  - Food complaints
  - Caravan Park hygiene conditions
  - Position of fly control device which has since been removed.
- The Environmental Health Co-ordinator attended a Hoarding Seminar at the City of Greater Geelong and the Infection Control Committee at Colac Area Health. Council's Food Safety Officer conducted a lecture on Food Safety at Otway Community College.
- Food venue operations at the Apollo Bay Music Festival was inspected. Stalls were well conducted and no complaints were received.

**Food Sampling**

The results of 17 food samples were received. One tested positive with a high bacterial count indicating poor food handling techniques. The premises was advised of the result and their products will be re-sampled.

**Immunisations**

Immunisation sessions were completed as scheduled in COPACC. The School Program is due to recommence in May.

**Aged & Disability Services****Seniors Week: October 2011**

Planning for the Seniors Festival Week 2011 is currently under way. As part of this event, Jamie Redfern will perform at COPACC on the 6 October 2011. The cost of the performance will be paid for by the Office of Seniors Victoria. Venue hire and morning tea is provided through the Aged & Disability Service (A&DS) grant from Seniors Victoria. A number of new activities are under consideration for Senior's Week this year. Last year's two weeks of Senior's activities were very well attended by older citizens throughout the shire.

**Aged & Disability Services Unit HACC Diversity Plan:**

The A&DS Coordinator has attended a Department of Health forum to develop a Diversity Planning and Practice Strategic Population Initiative that supports and encourages an holistic, person-centred approach to Home & Community Care (HACC) service delivery. For HACC service providers, this is a compulsory component of our contracted service. The time frame for presenting a plan is March 2012.

The A&DS Unit will invite other departments within Council to become partners in a working committee to plan and recognise that:

- people are individuals and have unique needs and preferences;
- people may also belong to, or identify with, a community or group who have different needs and expectations;
- cultural differences should be reflected and embraced; and
- as an organisation, culture is self-ascribed and defines who we are, how we think, what we value and what is important.

The A&DS Coordinator attended a Café workshop early this month specifically aimed at supporting HACC services to understand diversity when working on the Initiative for GLBT (gay, lesbian, bisexual, transgender and intersex) clients.

**Maternal & Child Health**

Over half of the new birth notifications received this month were for first time mothers which is higher than previous months. All of our maternal referrals were for emotional health with a number of these referrals going to the new Perinatal Mental Health Nurses at Geelong. Twelve of our 18 maternal counselling sessions were also for emotional health and Post Natal Depression. We have had two referrals to Protective Services which require a high level of staff involvement and hours. Ten other families were identified with particular high needs.

**Activities undertaken during April 2011**

Number of infants enrolled from birth notifications	23
First Time mothers	12

**Key Ages and Stages Consultations**

Home visits	23				
2wks	20	8mths	16	3.5yrs	7
4wks	20	12mths	15		
8wks	20	18mths	15		
4mths	15	2yrs	12		

- 81 additional consultations
- 20 phone consults
- 7 opportunistic immunisations
- 13 referrals (20 last month)
- 39 counselling sessions provided
- New parent groups - 4 sessions in Colac
- 45 families currently enrolled under Enhanced Home Visiting service (Vulnerable and at risk families)

Meetings attended included participation in four community strengthening activities including Bubs at the Hub.

**Rural Access**

Rural Access staff are taking part in a newly formed discussion group instigated by the Colac Otway Shire Community Support and Activities Team Officer. This followed a request from local disability service staff to address the recent changes to The Meeting Place and new directions from the Department of Human Services. Staff have had discussions regarding individualised planning, support and community participation opportunities for people with a disability.

The group aims to become a regular and informal 'grass-root' discussion group and give interested parties the opportunity to share information, solve problems and provide mutual support to focus on opportunities and individual outcomes for people with a disability. Any strategic directions and formal partnerships will remain with already existing management forums, such as the Colac Disability Network, and will not replace any existing networks or groups.

The group is also in the process of creating an electronic information distribution list to share items of interest and significance between individuals and organizations. It is intended to directly reach the relevant people who talk to people with a disability about events, projects and any community participation opportunities.

**Family Day Care**

The Family Day Care Activity Report has been returned to the Department of Education, Employment and Workplace Relations. This report was for the period of 1 November 2010 to 30 April 2011 and was completed to satisfy the contractual obligations of our funding agreement with the Department. The statistical information provided is on families in our service and covers issues such as:

- 5 children in care for this period considered to be at risk (priority of care is then provided for these children)
- 188 children are in care because parents are working/studying
- 35 children are in care for respite purposes.

Family Day Care currently has 14 educators (formerly known as Family Day Care Providers). There have been five enquiries from persons expressing an interest to become educators.

The Family Day Care training calendar for May 2011 included an evening on planning and documentation for Play Based Learning. This is specifically designed to fit within the new Australian Regulations and the Early Years Learning Framework. Staff from our Family Day Care unit have attended this training in Ballarat. The training was developed with the Lady Gowrie Centre and has been passed on to other staff in Family Day Care.

### **Community Services**

#### **Maternal & Child Health Service Review**

A review of maternal and child health centres has been conducted across the municipality. As there have been no consultations in the Cressy, Gellibrand and Beech Forest centres over a 12 month period, parents were invited to meetings at these centres to discuss their future needs. Only one parent attended the Beech Forest meeting.

In order to serve the increasing demand in other centres, especially Colac, it has become necessary to close the Cressy, Gellibrand and Beech Forest centres. Nurses will still provide home visits to parents and infants in these areas as before. Beech Forest and Cressy have been linked to adjacent centres in Beeac and Lavers Hill respectively. This provides the opportunity for peer support and social interaction for the children attending playgroups at these centres. The changes have been made in the interests of better service in these area and greater effectiveness in the use of staff time.

These changes will be closely monitored through the birth notifications that we receive. If there is a sustained increase or decrease in demand at any centre the Maternal & Child Health service will be reviewed to meet these changing needs.

#### **Volunteering Central - Colac**

The worker for the Volunteering Central – Colac project (auspiced by Colac Otway Shire through funding received from Department of Planning and Community Development) has commenced and will work from the Neighbourhood House in Colac. The project is being guided by a Steering Committee of representatives from local community service agencies and organisations.

The purpose of this project is to raise awareness of the Victorian Volunteering Portal website which provides the opportunity for organisations, committees, event organisers and others to advertise for volunteers. People wishing to volunteer within the shire can access this website to see what volunteering opportunities exist. This work will provide a great opportunity for Council to seek volunteers for traditional and new programs and projects.

At the end of the project in October 2011 an evaluation report will be prepared for Council management.

#### **Changes to Early Years Services**

The Department of Education and Early Childhood Development has offered Council funding to support the planning and change management processes involved with the introduction of

Universal Access into kindergartens by 2013. Universal Access is where children are able to access 15 hours of kindergarten each week, up from the currently funded 10 hours per week.

Although Council is neither a kindergarten provider nor a cluster manager of kindergartens we do have many early years roles as outlined in the Early Years Plan adopted by Council earlier this year. This funding will allow for the implementation of a number of actions within the Early Years Plan and at the same time support all local kindergartens to achieve the Universal Access requirements. A meeting with the Colac KEYS (Kids Early Years Services) Network has been scheduled to discuss changes to early years services. A meeting with the Southern Otways KEYS Network will be conducted in the future. Ongoing meetings and support for change management of kindergartens and other early years services will occur over the next two years.

Updates will be provided to Council on a regular basis or as milestones are achieved.

### **Festival and Events Support Scheme**

A total of 20 applications have been received for this program. There are a number of new events such as the Gellibrand River Blues and Blueberries Festival and the Amy Gillett Gran Fondo Ride. Community Hub Inc has also applied for funding to host Carols by Candlelight in Memorial Square. In total, the 20 events represent over \$1.8M in project costs. Assessments will be completed in June with advice provided to event organisers in July after Council's decision.

### **Great Ocean Road Marathon (14 & 15 May 2011)**

A large international contingent participated in this year's Great Ocean Road Marathon between Lorne and Apollo Bay. Many international entries from four continents ran the seventh annual 45 kilometre marathon. Overseas entrants were from Singapore, the United States, Kenya, Morocco and Tanzania. These entrants joined the other 3,000 runners to experience the natural wonders of the Great Ocean Road. A 14 kilometre wheelchair race also ran for the fourth year.

### **FReeZA – COPACC (26 & 27 May 2011)**

Set in a boxing ring, complete with blue and red corners, Loop the Loop showcases a musical battle like no other. This will be a great prelude event to FReeZA's own 'Battle of the Bands' in August. FReeZA committee members will be involved in the workshops, social media and ushering at the event.

### **Calendar of Events Project**

Since its inception in 2008, the Calendar of Events has traditionally been produced three times a year as a two page flyer. After reviewing the Calendar of Events process and the benefits it provides to local event organisers, it has been decided to trial the following:

- Produce the Calendar of Events twice a year (each valid for a period of six months).
- Produce the Calendar of Events in a three page spread instead of a two page spread.

Reasons behind this decision include:

- Current calendars are only valid for three months and as such do not have a long lifespan in the community.
- As a result of the short lifespan of each calendar, events at the beginning of the calendar only get a very brief advertising period (sometimes only a week or two before the event).

By increasing the lifespan and size of the Calendar of Events, it is hoped to provide increased advertising space and time for local events within the Shire.

In 2011/2012, the Calendar of Events will be produced twice a year (Spring /Summer 2011 and Autumn/Winter 2012) with each calendar being valid for a period of six months. The Spring/Summer Calendar of Events is due to be out in late August 2011.

The Events Unit is currently developing a survey for event organisers within the Shire seeking feedback on the Calendar of Events project and information on how to improve this product.

### **Australia Day 2012**

The Expression of Interest Process for small towns to host 2012 Australia Day Celebrations opened on 14 April 2011. Expression of Interest application forms have been distributed to community groups and progress associations and are also available at the Shire Offices and on the Council's website. Submissions close at 5pm on Friday 27 May 2011. Submissions will be considered by the Australia Day Advisory Committee on 1 June 2011 and a recommendation will go to Council on 29 June 2011. The successful host town will be announced following the meeting.

### **Event Organiser's Workshop**

The Event's Unit is working with Council's Rural Access Officer to deliver a workshop on how to make events in the Colac Otway Shire access friendly events. The workshop will aim to provide event organisers with an understanding of a range of access issues that may be experienced by people with a disability, parents with prams and older adults when attending local events. The workshop will be held at COPACC on the 6 July from 10am to 12.30pm.

The Institute of Access Training Australia will facilitate the training and will cover indoor and outdoor events as well as issues relevant to communication and publications. The Events Unit and the COS Rural Access Officer see this workshop as the first step towards developing an Accessible Events Guide for the Colac Otway Shire and hope to incorporate this work into the COS Events Approval Process.

### **Upcoming Events**

Events which will be held throughout the Colac Otway Shire in June will be the Forrest 6 Hour Championships (Forrest – 5 June), Otway Soup Fest (Forrest – 12 June), Forrest Midwinter Festival (Forrest – 18 June) and World Refugee Day (Colac – 18 June).

### **Recreation**

#### **Apollo Bay Trails Feasibility Study**

The project is well underway with the Project Control Group meeting on a number of occasions. Project Manager Andrew Nixon has walked the majority of trails being examined in the study and has begun detailed mapping using GPS technology. A detailed review of all relevant literature has also been completed. The Project Control Group will consider an Issues Paper at its next meeting. Consultation with relevant land owners has commenced and further community engagement will commence within the next two months.

#### **Public Open Space Strategy**

The Draft Public Open Strategy was discussed at the Council workshop on 11 May. The document will be amended following feedback from Councillors and the Project Steering Committee. The final Draft Strategy will be presented at the June Council meeting, recommending that the document be put on public exhibition for a minimum of six weeks. During the public exhibition stage, a series of community workshops will be held to further

engage with the community about recommendations and actions emanating from the Strategy.

### **2011 Tennis Strategy**

The 2011 Tennis Strategy will be completed In June. The main component of the strategy is a revised tennis facility audit which will guide future maintenance and improvement works. The audit has been completed and this is now being cross-referenced with demographic and club participation data to provide justifiable actions and priorities for clubs and landowners.

### **Tennis Facilities Upgrade Project**

State Member for Polwarth and Minister for Public Transport and Roads Terry Mulder recently announced funding of \$175,000 for the upgrade of five tennis facilities within the Shire – Barwon Downs, Beeac, Cororooke, Forrest and Swan Marsh. Minister Mulder confirmed that funding will be available in the 2011-2012 financial year. Council will assist the clubs to prepare specifications, engage contractors and manage the project.

### **Colac Skate Park Redevelopment Opening Event**

Hundreds of young people and their parents enjoyed an action packed event marking the completion and official opening of the long awaited skate park redevelopment project. Over sixty young people registered in scooter, BMX and skate competitions to vie for a swag of prizes, generously donated by the thirteen sponsors of the event. Tony Hallam, skate expert and clinic instructor, emceed the day which kicked off with demonstrations from a team of six internationally known young riders. The crowd was awed by the range of stunts performed on the new facility which was repeatedly described as “awesome!” The event also featured an official component with speeches by State Member for Polwarth and Minister for Public Transport and Roads, Terry Mulder and Mayor Brian Crook, who acknowledged the efforts of the young people whose vision turned an idea into reality.

### **Lighting up the Eagles Nest**

Council recently received notification that it had received a grant of \$60,000, under the State Government’s Sport and Recreation Victoria’s Country Football and Netball Program, for the redevelopment of netball facilities at the Irrewillipe Recreation Reserve. The project will include resurfacing of two netball courts, installation of training lights and new fencing. The Western Eagles Football Netball Club will contribute almost \$80,000 in cash and in-kind to the project. This is a significant contribution from a small local community group which more than matches the state grant. Council’s contribution to the project will be \$10,000.

### **COPACC**

COPACC’s \$650,000 refit of the Civic Hall, creating a black box theatre, has been completed on time and to budget. The work, funded by the Regional Infrastructure Development Fund and Colac Otway Shire, includes tiered seating for the Civic Hall, storage and additional equipment. The first shows programmed in the Hall have been well received.

COPACC hosted 50 events in April which attracted more than 2,200 people to the Centre.

The early May production of “I Am My Own Wife” was well-liked by COPACC audiences which included a class of 35 from Geelong Grammar.

May is an extremely busy month at COPACC with five shows. The Morning Music show “Best of Broadway” on 6 May attracted an audience in excess of 200.

### **Blue Water Fitness Centre**

Bluewater Fitness Centre has seen the Learn to Swim program bursting at the seams with most classes at full capacity. The success of this program has put extra demand on the current availability of positions for participants. The Centre is building the profile of becoming a swim teacher by making partnerships with local schools and members of the centre. The new Aquatic Coordinator is working towards promoting the program throughout the community and gaining the community's interest in recruiting new learn to swim teachers to provide capacity to further build the program.

The Apollo Bay Pool Advisory Committee is already working towards the opening of the 2011-12 season. Seven locals will be selected to undertake a lifeguard course in July. The successful applicants will then be considered for employment as lifeguards at Apollo Bay pool and at Bluewater Fitness Centre. Last year's local students that worked at the pool have moved on to further their studies in Melbourne and have successfully picked up employment at metropolitan centres. The experience gained during their employment at the Apollo Bay pool contributed to their success.

Bluewater Fitness Centre staff have conducted a Healthy Mums Program. The program saw six new mums undertake introductory exercises whilst being able to bring their babies into the classes with them. They were also introduced to the other areas of the Centre. The program is receiving great feedback.

Colac Night Netball have resumed their stadium booking for their winter competition. They have again received funding to run their All Abilities competition which is on a Monday night, as well as running their regular junior and senior netball on Monday and Wednesday nights.

### **Youth Council**

Colac Youth Council volunteered at Mercy Place Aged Care Facilities in Colac this month. Youth Councillors and mentors enjoyed spending time with the elderly residents providing company, sharing stories and playing games. Youth Council also strengthened bonds within Council at a social evening at Colac 10 Pin Bowling.

Colac Youth Council members are also attending meetings with Colac Area Health Youth Council Mentor Emma Warton to discuss and implement plans for free youth events at Straight Shooters in Colac. The events will offer free pool, food and some entertainment to Colac district youth and their families in a safe environment on one Saturday every month.

## **INFRASTRUCTURE & SERVICES**

### **CAPITAL WORKS UNIT**

#### **Cressy Shelford Road Rehabilitation**

Council is continuing to review input from key stakeholders in relation to the current draft of the Cressy-Shelford Road Grassland and Management Plan. As part of the engagement process this feedback has been circulated to the Cressy-Shelford Road Steering Committee to determine whether changes to the draft are needed and if further engagement should be undertaken. Following these steps, Council will forward the plan to the Department of Sustainability and Environment (DSE) for endorsement.

Recently Council's Infrastructure Environment Officer presented to staff from the City of Ballarat, Moorabool Shire, Hepburn Shire and Pyrenees Shire about Council's experience with the Environmental Protection and Biodiversity Conservation Act and the processes that Council has put in place to manage its requirements. This session forms part of Council's

obligations to conduct external awareness raising initiatives as part of its enforceable undertaking to the Federal Government. The presentations have now been delivered to a range of councils and organisations across the south west. Positive feedback was received from participants, with many requesting a copy of Council's project management process to form a basis towards developing their own.

### **Drainage Issues**

#### *Morley Avenue, Wye River*

Agreement details are in the process of being finalized with Vic Roads regarding the incorporation of drainage works into the slip rehabilitation along the Great Ocean Road, Wye River. Vic Roads agreed to carry out work on Council's behalf and at the property owners' expense, to provide a common underground drainage line to improve stormwater discharge control. VicRoads have indicated the works are likely to commence by the end of May, with works to include construction of a major retaining wall to guard against land slips and construction of a common drainage line. As the drainage line will be for private drainage the costs are to be apportioned among the benefitting property owners. Council is in the process of seeking their agreement prior to progressing the matter.

### **Old Beechy Rail Trail**

The draft Cultural Heritage Management Plan (CHMP) for the Dinmont to Ditchley section has been reviewed and returned to TerraCulture (consultant) with comments. Terra Culture will submit the final CHMP to Aboriginal Affairs Victoria on Council's behalf.

Cosworks are continuing maintenance and upgrading works on the Banool to Wimba section of the trail. Approximately 700m of the works have been completed with the remaining 800 metres expected to be completed by the end of May 2011.

The design for the extension of the trail from Beech Forest to Ferguson is continuing. A draft design has been discussed and the consultant is making amendments.

### **Safety Interface Agreement**

The Safety Interface Agreement (SIA) with Australian Rail Track Corporation has been signed and returned. V/Line has been contacted and the final list of interface points is being checked.

### **Digital Television Changeover**

The Department of Broadband, Communications and the Digital Economy (DBCDE) has requested that Council continue to operate its television retransmission facilities at Apollo Bay and Wye River until further notification. Works on providing the new digital television services have been delayed and the service was not generally available in Wye River and Apollo Bay on 5 May 2011 as has been advised. The DBCDE has been advised that Council will continue to provide analogue television services until the new digital services are operational. DBCDE has arranged for the existing broadcast licences to be extended at no cost to Council.

### **Apollo Bay Drainage Study**

Tenders have closed for the Apollo Bay Drainage Study and the contract has been awarded to Arup Pty Ltd for the lump sum tendered price of \$42,100.

### **Project Planning**

Detailed project planning has commenced for projects identified within the draft 2011/12 Budget. This will enable officers to undertake preliminary planning requirements and confirm project scoping is ready for when the budget is adopted.

**Storm Water Maintenance**

Over the last 15 years, the Colac Otway Shire has installed a total of seven (7) Gross Pollutant Traps (GPT) throughout the townships of Colac and Apollo Bay. The aim of the GPT's is to improve storm water quality, prior to its discharge into natural waterways, by capturing gross pollutants such as silts, litter and organic material. To ensure that each GPT is operating correctly they are inspected every two months and cleaned on a scheduled timeframe appropriate for the unit. Recently, the inspection of the Council's Gross Pollutant Traps at Apollo Bay has revealed that electrolysis is taking place on one of the lifting baskets. Council will investigate options to reduce this affect by installing anodes onto the lifting chains of the basket. Extension of the lifting chains will also be considered to assist the contractors to connect to the lifting points. Remedial works are also planned for the GPT at Lake Colac as over time the filtration screens which capture pollutants have become blocked and require a full jet clean to restore their functionality.

**SUSTAINABLE ASSETS UNIT****Building Maintenance and Renewal**

<i>Sustainable Planning &amp; Development Accommodation</i>	The Quantity Surveyor's report has been submitted and projected costs are in line with expectations. Council's architect has met with representatives of Sustainable Planning & Development, Customer Service and Information Services to seek relevant information required for incorporation into the detailed planning phase of this project. Upon receipt of this information Council's architect will proceed with the completion of the detailed drawings and production of the specifications, which will form part of Council's tender documents. It is expected that the project will be ready to go to tender by end of June 2011.
<i>Stonyford Hall</i>	Contractors have been engaged for various works packages to be undertaken at the Stonyford Public Hall. Current status of works is as follows: <ul style="list-style-type: none"> <li>• Old kitchen has been removed to allow for new kitchen to be installed;</li> <li>• New plaster to be installed in kitchen area;</li> <li>• Rotten weatherboards are currently being replaced;</li> <li>• Five new windows have been ordered to replace the old windows;</li> <li>• Four new doors have been ordered to replace the old doors;</li> <li>• Electrical mains have been upgraded, wiring has been replaced and a new switchboard installed; and</li> <li>• Concrete path is anticipated to be completed by the end of May 2011.</li> </ul>
<i>Beech Forest Hall</i>	Council officers have met with members of the Beech Forest Hall Committee to decide and agree on the layout of the new kitchen and to select appliances. Further quotes are presently being sought for painting and electrical works.
<i>Cororooke Hall</i>	The handrail has been installed on the new access ramp to the Cororooke Public Hall. A contractor has been engaged to undertake the refurbishment of the existing toilets servicing the facility.

**Routine Road and Footpath Inspections**

The following is a summary of the routine road and footpath network inspections completed during the month of April 2011:

<i>Warrion Ward Area 3 Roads</i>	This area incorporates the localities of Alvie, Warrion, Beeac, Ondit, Cundare North, Dreeite, Dreeite South, and Wool Wool. A number of signs and guide posts were found to be either damaged or missing. Signs requiring replacement have been ordered to be erected on arrival by Cosworks. All missing and damaged guide posts have been replaced.
<i>Elliminyt Urban Roads</i>	Streets within the Elliminyt urban area were inspected with no major issues being identified in relation to the serviceability of Council's road and road related assets.
<i>Footpath Reconstruction Program</i>	The footpath reconstruction program is continuing with sections of footpath in Lyons Street, Polwarth Street and the north side of Murray Street East, Colac being replaced. Concurrent with this, footpath replacement has also commenced in Apollo Bay. This includes sections of footpath along the Great Ocean Road and Outlook Road which are now close to completion. Additional footpath has also been provided under this program with a new path being constructed around the Apollo Bay RSL in Pengilly Avenue and Gallipoli Parade.
<i>Footpath Inspection Level 1 &amp; 2 in Apollo Bay</i>	Fifty per cent of the footpath network in Apollo Bay has been inspected with the remainder to be completed in the coming weeks as weather permits. No major condition based issues have been identified with the majority of defects being related to overhanging vegetation.
<i>Rail Crossing Inspections</i>	Consistent with Council's Road Management Plan, Council controlled assets (e.g. warning signs, pavement markings, etc) at all rail crossings located within the Shire are inspected on a 3-monthly basis. The last inspection was completed in April 2011 with a number of damaged signs being noted. New signs have been ordered and will be erected in line with Council's general works practices. Some line marking was identified as requiring repainting. This comes after some roads were resealed as part of this year's annual program. These works have been communicated to Council's sealing contractor for action.

**Queen Street Drainage Rehabilitation**

Works to replace a failed section of underground stormwater drain in the vicinity of the Colac Visitor Information Centre are expected to be completed by the end of May 2011. This work has involved the stabilisation of the embankment around the VIC and will see further replacement of broken and disjointed pipe work. It has been delayed due to weather constraints and service alteration requirements.



### Bridge Inspections

Condition rating inspections of approximately 50% of Council's bridge portfolio have commenced and are being undertaken by external consultants. These inspections are specialist in nature and are conducted in accordance with VicRoads guidelines. These assessments are primarily aimed at identifying and recording the condition of individual bridge components (e.g. piles, crossheads, approaches, etc) and the information collected is used to prioritise future maintenance and capital works programs.

### Bridge Load Testing

Council has recently engaged Integrity Testing Pty Ltd to undertake a structural assessment of the following bridges for a total cost of \$19,700 (ex.GST):

Bridge No.	Road Name	Locality
CS053	Daffys Lane	Gellibrand
CS074	Skenes Creek Valley Road	Skenes Creek
CS254	Jacksons Track	Gellibrand
CS059	Watsons Access	Yuulong

The results of this testing will provide a determination of the load capacity for each of the nominated bridges which will be used to derive a rehabilitation strategy (if applicable) for each structure and give consideration to the cost/benefit for the treatment recommendations.

Structural assessments were undertaken following the Easter break with final reporting expected by the end of May 2011. The information from this testing may result in the posting of additional load limits where it is recommended. Further detailed reporting will be provided to Council with respect to this in the near future should it be required.

### Memorial Square – Elm Trees

Council has received the Consultants Report on the health of the Elm trees in Memorial Square which requires removal of a total of nine (9) trees over the next two years.

The report recommendation is as follows:

*“On the timing of the recommended work, I propose that the trees with rating 2 be dealt with prior to leafing in November 2012, with the exceptions of W03, S01, S02 and S05 which I recommend have works carried out before leafing in November 2011 due to high public exposure to hazard. I propose that trees with rating 3 be dealt with prior to leafing*

*November 2015. Works proposed in rating 4 trees is more for aesthetics and not for safety therefore no timeframe is applicable.”*

Based on the report findings, Council will undertake the immediate removal of two (2) trees in Dennis Street for which existing permits are in place.

Permit applications have been lodged for the removal of the remainder of the identified trees and subject to the permit process which requires public notification, these trees are expected to be progressively removed prior to leafing in November 2012.

It is intended that any trees removed will be replaced with well established elm trees (which have been grown in the nursery at Council's Botanic Gardens) as soon as practicable after their removal.

### **COSWORKS DEPARTMENT**

Cosworks have undertaken the following activities during the last month:

#### **Capital Works:**

- Warrobie Road Reconstruction completed
- Leorkes Road Slip works completed
- Old Beechy Rail Trail ongoing

**Storm Damage:** There has been minor storm damage events in the Otways generally during the last month.

**Road Regrading:** Maintenance regrading has been ongoing as weather permits in all areas of the Shire.

**Road Pavement Minor Patching:** Minor patching works continues on sealed roads in all areas of the Shire.

**Major Patching:** Major patching works have been undertaken on Weering School Road.

**Linemarking:** Rural linemarking works have commenced around the Shire, with bike lane symbols having been completed.

**Gravel Road Re-sheeting:** Resheeting works have been undertaken on Frys Road, Devondale Road, Wait a While Road, Hordern Vale Road and Blue Johanna Road. Grant Street, Forrest and Old Beech Forest Roads have been completed.

**Major Drainage Works:** Major drainage works have been undertaken on Weering School Road, Caspers Access, Rivendell Lane, Frizon Street, Kaangalang Road, Kings Track, Hargreaves Track, Buruppa Road, Devondale Road, Old Ocean Road and also on Grant Street, Forrest and in Benwerrin and Mt Sabine. Works have been completed on Leorkes Access and in Wild Dog Road and Apollo Bay, Wye River and Separation Creek areas.

**Routine Drainage Works:** Routine drainage works have been completed on Leorkes Access Killala, Barham River, Apollo Bay and Coastal Townships. Also on Binns Road, Old Beech Forest Road, Murchisons Road, Blue Johanna Road and on McDonalds Road, Birregurra. Works have also been undertaken in Colac, Elliminyt, Corunnun and on Kettles Lane.

**Bridge Maintenance:** There were no bridge maintenance works undertaken during the last month.

**Vegetation Control:** No vegetation control works have been undertaken during the last month.

**Roadside Slashing:** Roadside slashing works have been completed in Cororooke, Warrion and Alvie areas.

**Tree Maintenance:** Trimming works have been completed on Wickhams Road and Gubbins Road, Barongarook, also around the lake foreshore, Colac and in Melba Gully, Staffords Road, Colac and Gellibrand plus surrounds.

**Township Mowing:** Township mowing continues due to rapid grass growth from unseasonal rain patterns. Weed spraying has occurred throughout the Shire.

**Gardens:** General maintenance of all gardens has been undertaken.

**Playground Maintenance:** Playground maintenance has been completed as per recommendations and inspections required under the playground audits.

## **MAJOR CONTRACTS/WASTE UNIT**

### **Barwon Regional Waste Management Group (BRWMG)**

#### **Planning Workshop**

A Planning Workshop of BRWMG was held at Surfcoast Shire Council on Friday 29 April 2011. The Workshop focussed on contemporary issues at the Federal and State Government levels and the priority of BRWMG projects. Some of the high priority BRWMG projects are:

- New BRWMG Education Centre;
- Closure of Corio Landfill and alternative options;
- BRWMG web site update;
- Regional Bin audit for determining success of recycling initiatives;
- On farms composting of Green waste;
- Utilisation of regional recycling contract waste education fund;
- Effective use of charity bins;
- School Textile Recovery Program;
- Secondhand Saturdays Program alternative to hardwaste;
- Blinky Bulb recycling Program (for tubes);
- Household Asbestos Program; and
- In the Right Bin Program.

#### **Commercial & Industrial Waste**

- Colac Area Health;
- Foodwaste; and
- Healthcare waste.

#### **Regional Waste**

- Public Place Recycling – use of events trailer;
- Litter Enforcement Officer; and

- Illegal dumping control measures.

BRWMG wishes to continue with the following networks:

- Sustainable Business Networks;
- Council Networks;
- School Networks;
- Behavioural changes;
- Litter prevention;
- Construction Forum; and
- Manufacturing Forum.

A brainstorming session was held during the workshop for determining the top priorities for BRWMG in order to continue to be a leader in waste management.

#### Top Priorities

- Pursue State Policy issues – equitable funding distribution;
- Research Alternative Waste Technologies (AWT);
- Increase Recycling Rate;
- Develop markets for waste streams;
- Collaborative procurement in waste area;
- Waste Education; and
- Three Bin System implementation

#### Other Identified Priorities

- Training for Waste Officers;
- Auditing/Benchmarking; and
- Relationship building with Council and Business Networking.

Further detailed information from the Workshop can be downloaded from the BRWMG website.

#### **Bin Audits Program**

On behalf of all member Councils, the BRWMG will be conducting a regional Bin Audit. The objective is to identify the type and quantity of recyclables that are currently entering into the rubbish stream and to find ways to maximise recycling and assist in the development of an education and communication program. Quotations have been sought through BRWMG from auditors to conduct the bin audit.

Under the bin audit proposal, a minimum of 175 and a maximum of 250 household bins from each member Council will be audited and the following key outcomes will be reported:

- Percentage by weight and volume of recyclables in rubbish bins;
- Reporting to be for each of the municipalities for peak and off-peak seasons;
- Investigate the correlation between bin size/type and recyclables entering the waste stream;
- Adherence to Sustainability Victoria (SV) Kerbside Waste Audits Guidelines; and
- Production of a final report.

It is expected that the proposed audit will be completed over a 12 month duration. The draft Audit Report for the off-peak season will be provided by August 2011 and peak season by February 2012.

Council will be informed of the outcome upon completion of the task together with future action required.

### **Waste Update**

#### Landfill Levy Increase

The MAV has advised that the State Government as part of 2011/12 budget have increased the landfill levy more than previously budgeted for by Council. Council is required to collect these fees and pass them directly on to Government. This will require a budget impost of 0.2% of Council's budget which will be a direct tax collection on behalf of the State Government. Figures used when compiling the original budget were based on previously advised increases however the increases now include those previously planned for 2012/13.

#### **Government's landfill levy increase proposal - Abstract from Media Release dated 24 March 2010**

	<b>\$ per tonne</b>					
	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
<b>Melbourne and Provincial Centres</b>						
Municipal levy	\$9	\$30	\$40	\$44	\$48.4	\$53.2
Industrial levy	\$15	\$30	\$40	\$44	\$48.4	\$53.2
<b>Rural</b>						
Municipal levy	\$7	\$15	\$20	\$22	\$24.2	\$26.6
Industrial levy	\$13	\$25	\$35	\$38.5	\$42.4	\$46.6

As a result of this Council's waste fees and charges have been reviewed again and forwarded to Finance for referral to the budget process.

#### **Reviewed fees and charges (1011/12) due to landfill levy announcement**

<b>ITEM</b>	<b>2011/12</b>	<b>Reviewed Charge</b>
Putrescibles (inc mixed rubbish)	\$48 per m3 min \$10.00 \$190 per tonne	\$49 per m3 min \$10.00 \$194 per tonne
Inert waste only (municipal)	\$35 per m3 min \$7.50 \$125 per tonne	\$36 per m3 min \$7.50 \$127 per tonne
Inert waste (commercial)	\$135 per tonne or \$27m	\$138 per tonne or \$28.0m
25 tickets	\$93.00	\$97
10 tickets	\$45	\$47

The above increase in Fees should assist Council to recoup monies in the order of \$9,900.

The fees and charges will be adjusted in the final budget document for 2011/12.

The total impact of the landfill levy increase to Council will be in the order of \$41,360. Approximately \$28,000 will be due to kerbside collection with the remaining costs due to miscellaneous items such as street litter, dumped litter and street sweeper. This money will need to be recouped through Council rates and charges.

### Tenders

Tenders opened since the last reporting period:

- 1106 – Colac Youth Club Refurbishment
- 1107 – Supply and Deliver 3-Tonne Tip Truck
- 1108 – Supply and Deliver Grader
- 1109 – Supply and Deliver Bridge Maintenance Truck

Tenders awarded since the last reporting period:

- 1110 – Drainage Design and Analysis – Apollo Bay to Arup Pty Ltd

Tenders advertised since the last reporting period are:

- 1101 – External Plant Hire, closed 11 May 2011
- 1103 – Annual Supply of Concrete Works, closed 11 May 2011
- 1104 – Birregurra Neighbourhood Character Study, closed 11 May 2011

### Subdivision Works

The following table shows the current status of various subdivisional works which will be handed over to Council when completion is approved:-

Subdivision	Status
Apollo Bay Industrial Estate Stage 1 9 lots	A certificate of compliance has been issued and outstanding works guaranteed with a security bond. The developer is continuing to complete all works for stage 1.
Rankin Street Subdivision 19 lots	Contractors have completed construction works for this subdivision. Repair work is required for concrete kerb and footpath prior to handover of infrastructure to Council.
Wyuna Estate Footpath Construction	Construction plans have been approved for footpath in Scanlon Drive, Rose Drive and Banksia Drive, Elliminyt. Work has not started.
38-46 Cawood Street Subdivision 20 lots & reserve	Construction plans have been approved by Council's Infrastructure & Services Department for this Apollo Bay residential subdivision with contractors expected to commence works shortly.

### Bituminous Sealing Works

Contractors have completed approximately 95% of spray sealing jobs this year. It is expected that weather conditions will prevent any further works occurring. Remaining outstanding works which will be completed in late 2011 are two carpark areas and one street in Colac.

Rain related delays over several months have affected a number of bituminous spray sealing businesses in Victoria this season including Sprayline which Council had engaged.

**Colac Botanic Gardens Footpath Construction**

Construction of a safety rail is currently underway and an amended design for proposed access steps down from the viewing platform has been provided to the contractor for pricing. These remaining works are expected to be finished soon.

**COPACC Civic Hall Alterations**

Practical completion is due to be granted shortly following minor completion work and a final certificate issued by the Building Surveyor.

**Colac Skate Park Extension**

Colac Skate Park was officially opened on Saturday 7 May 2011 allowing the public to use this new, improved recreation facility. BDH Constructions recently completed the final touches on the skate park which was constructed to a high standard with Cosworks completing a garden bed and planting of shrubs.

**SUSTAINABLE PLANNING & DEVELOPMENT****Rural Living Strategy**

The draft Rural Living Strategy was on public exhibition for two months over February and March, with the submissions period concluding on 4 April 2011. The draft Strategy reviews potential areas for rural living development in the Shire as well as the boundary of each of the Shire's small towns. It also recommends refinements to the existing policy relating to houses and subdivision in rural areas. Officers and the project consultant have reviewed issues raised in the submissions and will be preparing a final version of the Strategy for Council consideration over the coming months.

**Apollo Bay Harbour Master Plan Planning Scheme Amendment**

Council has received a \$95,000 grant from the State Government under its Creating Better Places program and a contribution of \$160,000 from Tourism Victoria to prepare and exhibit a planning scheme amendment that incorporates the Apollo Bay Harbour Master Plan into the Planning Scheme. Officers are currently engaging with the community to explain the project prior to appointing a project manager and commencing the process. A public information session was held in Apollo Bay on 21 May 2011 at the Krambruck Room of the Apollo Bay Hotel between 10am and 4pm, where officers were able to explain the project to community members.

**Draft Birregurra Structure Plan**

The closing date for submissions on the draft Birregurra Structure Plan has been extended until 30 June 2011 to allow further information sessions and engagement with interested members of the public. A Community Reference Group was appointed by Council in February to assist in this process, and had its first meeting on 28 March 2011. A public information session will be held in Birregurra in June following appointment of the consultant for the Neighbourhood Character Study.

**Birregurra Neighbourhood Character Study**

Officers are in the process of appointing a consultant to undertake a Neighbourhood Character Study for Birregurra following a public tender process. The project will document the valued aspects of the character of the town, and develop a framework of planning controls for inclusion in the Planning Scheme to guide future decision making on planning permit applications. It is expected the project will commence early in June.

**Draft Forrest Structure Plan**

Officers and the consultant are reviewing the submissions prior to finalising the final draft of the Structure Plan and preparing a report for consideration by Council at the June meeting.

The Forrest Structure Plan is now being processed separately to the Birregurra Structure Plan following extension of the exhibition period for that Plan.

### **Apollo Bay Future Settlement Boundary and Urban Design Review**

Public exhibition of the Issues Analysis Paper produced by the project consultant Planisphere closed on 22 April 2011. Planisphere is now reviewing community feedback and met with the project steering committee on 17 May 2011. A draft Study report will be prepared for Council consideration over the coming months.

### **Colac CBD and Entrances Project**

The Colac CBD and Entrances Project is seeking to guide streetscape and amenity improvements in central Colac and provide an inviting sense of arrival at the town's entry points. A Discussion Paper prepared by the project consultant was on public exhibition until 29 April. There was a positive response from the community, with a number of written submissions and on-line survey responses, together with feedback provided through two community information sessions held on 12 April 2011. The project consultant met with the steering committee on 16 May 2011 to discuss key issues to emerge from the consultation, and will be preparing a draft Study report for Council consideration over the coming months.

### **Business Development**

The Economic Development Unit is holding the last event of the series of 'On the Front Foot for Business' Events on May 19 2011. Guest speaker Sam Mutimer from think-tank media will be presenting to business on social media marketing tools such as Facebook and Twitter. This event is an 'after 5' event at Yeowarra Hill starting at 6pm.

The Economic Development Unit Business Survey has been completed with 94 responses to the online survey. The survey asked businesses what their thoughts were on business confidence, environmental sustainability and the Colac CBD & Entrances Project.

Local tertiary student and former member of the FREEZA Committee, Chloe Simpson has been appointed on a part time temporary basis under the State Government Cadet program to work with the EDU on the 2011 Careers Expo.

### **Training and Development**

The Colac Otway Industry Advisory Committee is to be reformed to provide advice to Colac Otway Shire and the board of the Trade Training Centre.

The Trade Training Centre is in the planning and development stage now that funding has been achieved.

The EDU will participate in a new Colac Otway Careers and Transition Network currently being formed by the South West LLEN.

### **Colac Marketing Strategy**

Warne Marketing, has commenced the Colac Marketing Strategy and will be engaging Council, Staff and the community over the coming months. The project will articulate the strengths of Colac as a place to live and develop a Colac brand that will clearly identify and differentiate Colac from other Victorian rural centres.

### **STIP**

The 2011 round of STIP project proposals have been assessed by Council officers. Those assessed as feasible will be presented to the STIP Advisory Committee for final selection. These selections will then be presented to a Council meeting for endorsement.

**Tourism***Regional Tourism Action Plan (RTAP)*

The regional restructure is still to be resolved. Tourism Victoria is working directly with local government CEOs to try to achieve a satisfactory solution. Given that this situation is still unresolved Council has to consider what action to take in light of the completion of both the GOT Memorandum of Understanding and the OT Service Agreement on 30 June 2011. A report has been placed on today's Council Meeting Agenda for consideration of this matter.

*Visitor Centres*

Both VICs recorded visitation over the Easter period above that of last year. The Colac Visitor Information Centre received a total of 1116 visitors, an increase of 333 or 42%, and the Great Ocean Visitor Information Centre received 4467 visitors, an increase of 259 or 61 percent, on the same period last year.

Apollo Bay received an added increase in visitation with the influx of recreational fishermen seeking the tuna which are being caught in the open waters off Apollo Bay and Cape Otway.

The next 3 – 4 months are typically quiet for both centres in terms of customer enquiries, and so this time is used to update information, undertake familiarisation tours and prepare for the peak Summer period.

**G21 Economic Development Strategy**

AEC Group has commenced the G21 Economic Development Strategy. Currently the consultant group is gathering information and will commence engagement and consultation with stakeholders over the coming months. The Strategy will be an umbrella document that will guide integrated regional economic development planning into the future.

**Relief and Recovery Planning**

In the event of a major emergency Council has a responsibility to help coordinate relief and recovery actions. Relief and Recovery actions aim to help the community cope with the impact of an emergency in the best way possible. While the response to an emergency may be finished in days the relief and recovery component can go on for years. To ensure Council is adequately prepared to carry out its Relief and Recovery responsibilities it has engaged a consultant to help develop a Municipal Recovery Plan and two Relief Centre Plans for the Colac Otway Shire. In order to do this project the consultants first examined the plans that have been developed in other regions and identified what is best practice. Having looked at the big picture the next step being taken by the consultant is to engage key stakeholders within the Colac Otway Shire. In order to do this four workshops are being run in late May 2011 that will ensure the plans incorporate local solutions to local problems. Once the plans are finalised they will be sent to Council for approval. It is expected that this will be done in August 2011.

**Animal Registrations**

Approximately 6,500 Animal Registration Renewal Notices were sent out to animal owners within the region in March 2011. The notices stated that the registration fees were due on 10 April 2011. Although the majority of owners have paid the fees 1,900 reminder notices will need to be sent out in May 2011. Although this is an increase by 400 compared to last year there has also been a substantial increase in the number of new animals being registered which is a good sign. In addition to the reminder notices being sent out Council will issue further media releases that highlight the importance of people getting their animals registered. For those owners that fail to comply with the reminder notice enforcement procedures will be carried out that may result in fines and/or court proceedings being initiated by Council.

**Barham River Festival**

The second Barham River Festival was held on 1 May 2011 at a winery near Apollo Bay. Although the weather was not perfect over one hundred people attended the event. The festival celebrates the value of the river and provides a great opportunity for people to learn more about it and to discuss ideas for new projects and initiatives. Council facilitated the running of a workshop as part of the festival that focused on how local community members could work together to be more sustainable. Council also collected valuable information from people at the festival as part of a feasibility study that is being done for a new pathway along the Barham River. Congratulations to the event organisers for a great festival and hopefully the weather is kinder for the next one that is planned for 2013.

**Restocking Lake Colac**

Now that the water level in Lake Colac is high enough to assume that it will not be very low next summer, Council is working with key stakeholders to examine options for restocking Lake Colac with appropriate fish species. Local fishermen have a licence to re-stock the lake with short finned eel and they are currently investigating the economic viability of doing this. Careful consideration is being given to whether the water level in the lake has reached a point that warrants the investment. Restocking with eels would cost them a considerable amount of money and they would not want to do it until they are sure the eels will survive so that they can be harvested in the future. The Geelong Angling Club has submitted a grant application to the Department of Primary Industries for funds to carry out a risk assessment on what other fish species could be effectively used to restock the lake. Council has provided a letter of support for this application. If funded this project would identify what native fish species would survive in Lake Colac and then carry out a detailed analysis of the risk of introducing each species so that a suitable species can be identified. Estuary Perch have been used to restock Lake Bolac after a similar process was undertaken. Council has not heard whether the grant application was successful but expects to be notified soon.

**Attachments**

Nil

**Recommendation(s)**

***That Council notes the CEO's Progress Report to Council***

~~~~~\) ~~~~~



CONSENT CALENDAROFFICERS' REPORT

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | D | W |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <p><b><u>CORPORATE AND COMMUNITY SERVICES</u></b></p> <p><b><u>OM112505-2 ACCESS, EQUITY AND INCLUSION PLAN - 2010-2013</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council adopts the Access, Equity and Inclusion Plan 2010 – 2013.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |   |
| <p><b><u>OM112505-3 S86 COMMITTEE OF MANAGEMENT FOR THE LAVERS HILL WATERHOLE RESERVE</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Pursuant to Section 86 of the Local Government Act 1989, resolve to appoint the following nominated members to the Lavers Hill Waterhole Reserve Committee of Management until 31 May 2014:</i></b></li> <p style="margin-left: 40px;"><b><i>Cr Stephen Hart, Mark Cauchi, Ross Hicks and Laurie Allen</i></b></p> <li><b><i>2. In accordance with Section 81 sub-section(2) sub-section(a) of the Local Government Act 1989, resolve to exempt members of the Committee from being required to submit a primary or ordinary conflict of interest return in accordance with this section.</i></b></li> <li><b><i>3. Agrees to sign and seal the Instrument of Delegation for the Lavers Hill Waterhole Reserve Committee of Management.</i></b></li> <li><b><i>4. Advises the Committee that a copy of minutes of meetings held be forwarded to Council for its record after each meeting and that a Treasurer's Report be provided following the Annual General Meeting of the Committee.</i></b></li> </ol> |   |   |



**OM112505-2 ACCESS, EQUITY AND INCLUSION PLAN - 2010-2013**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Greg Fletcher                  | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | GEN:00498    |

**Purpose**

That Council considers this report and adopts the Access, Equity and Inclusion Plan 2010-2013.

**Declaration of Interests**

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

**Background**

This Access, Equity and Inclusion Plan has been developed to meet the state and federal disability requirements that Council is responsible to plan for and act upon. However, it has been broadened from previous disability action plans produced by Council to include other issues of access, equity and inclusion. These apply to issues such as disadvantage, ethnicity, language, sexual diversity, gender diversity and age.

This Plan is one of a suite of plans that will assist Council in enabling health and community focused planning and service delivery. Other plans include the Early Years Plan and the Positive Ageing Strategy. Each plan has been developed through community engagement after consideration of evidence based information.

The Public Health & Wellbeing Plan (adopted by Council in April 2011) talks about the next three years being a time in which social, health and wellbeing planning is embedded within Council's processes and procedures to enable a social lens to be clearly applied to future decisions and actions.

The Plan recognises what Council already acknowledges and implements within the shire to support access, equity and inclusion, but at the same time considers and recommends where improvements could be made. Listed below are a range of current projects, activities and planning processes that are relevant to access, equity and inclusion:

- Planning for the Towards Liveable Communities Coordination Committee (TLC3) project which looks at promoting liveability and reducing disadvantage
- Reviewing access and mobility issues within facilities, as required
- Identifying Vulnerable Communities and Accessibility to Emergency Management information and conversations
- Access and Ability Support Services to support people of all abilities to participate in community based activities
- Rural Access activities (commencing with the mapping of services and needs of people of all abilities) within the Disability Services - Community Building Program project required by the Department of Human Services
- Transport Connections (Phase 3) and the access to services and support through various means

- Supporting people of all abilities to access the internet and social network websites
- Introducing the Active Service Model for Home & Community Care (HACC) clients to help retain access to community and social interaction
- Awareness raising and planning for sexual diversity amongst HACC clients
- Planning for the central business district in Colac with an emphasis on accessibility and mobility
- Planning to work with Neighbourhood Action Groups on access, equity and inclusion issues
- Developing a Community Food Share facility within Colac to provide access to food
- Supporting the development of Disability Action Plans for Neighbourhood Houses
- Development of an accessible Footpath Hierarchical Network
- Exploring different ways for communicating with clients, users and residents through social networking; and
- Equal Opportunity Training for staff.

### **Council Plan / Other Strategies / Policy**

#### **Community Health and Wellbeing**

Council will promote community health and wellbeing in partnership with other health services. Through a partnership approach, Council will provide a broad range of customer focused health, recreational, cultural and community amenities, services and facilities.

Strategy 3:

*Adopt a partnership approach to addressing the current and future health and wellbeing needs of the community.*

Key Action:

*Develop and Implement an Access, Equity and Inclusion Plan.*

#### **Issues / Options**

The timeframe for the expiration of this plan is to align with future terms of Council. This is to ensure that the access, equity and inclusion issues facing the next Council are identified and introduced for the term of that Council.

Many of the issues raised in the community feedback process and recent conversations have been included in the plan. Comments were primarily received from the disability sector and the health and community sector. These are commented on below. During the consultation period there have been advancements with access, equity and inclusion issues. This has led to the removal of some actions. An example is the redevelopment of The Meeting Place, which has been funded by the Department of Human Services on a recurrent basis. Subsequent to this funding, conversations with users, families, carers and disability services staff have been held. These conversations form the basis of redirecting The Meeting Place activities to more community based settings.

#### **Comments from the disability sector**

It has been suggested that the background section is too verbose and repeats itself.

- ✓ *The background provides the legal context of why Council needs to address access, equity and inclusion issues, however, where there has been a duplication of information or reference made to metropolitan issues these have been removed.*

The legislative section is too detailed for the public.

- ✓ *It is proposed that a flyer be produced and provided to the community. This will give a snapshot of the access, equity and inclusion plan.*

The dates of Federal & State legislation should be in chronological order.

- ✓ *Plan adjusted.*

Although descriptions such as mental retardation are mentioned in early legislation they are not appropriate to current terminology.

- ✓ *Wording has been changed where required.*

References to The Meeting Place are now out of date.

- ✓ *All references to The Meeting Place have been updated to reflect the current position.*

### **Comments from Colac Area Health (CAH)**

It is imperative that a gender and equity lens is added as an overlay, to the principles. This will ensure marginalized communities and population groups are not at risk of continued, systemic discrimination and that the Plan's vision can be truly achieved.

- ✓ *The Principles on page 22 do not specifically mention gender and inequality, nor do they specifically mention disability, disadvantage, age or other discriminatory/equity concerns. The principles are to cover holistic rights, and as such are not focused on individual wrongs. Priority AEI - 2 has been amended to include gender and equity in local research and awareness raising within Council's workforce and the general community. Methods of awareness raising could include undertaking Gender and Diversity Training which is provided locally.*

The Action Plan should have succinct priorities and actions where responsibilities are allocated and evaluation indicators are included.

- ✓ *Plan adjusted.*

Access, equity and inclusion should underpin other plans within Council.

- ✓ *The Public Health & Wellbeing Plan, recently adopted by Council, talks about embedding and enabling social implications so they can be considered in strategic planning processes. Examples of this already occurring are listed in the Background section of this report. The Access, Equity and Inclusion Plan will provide clear direction for future planning by all of Council's departments.*

### **Comments from Otway Community Health Services**

The Plan needs a lens on gender and equity in a mission statement.

- ✓ *See response to CAH.*

Definitions are poorly researched.

- ✓ *There are many different definitions that could be included in the Plan. The current definitions were provided by the consultant as appropriate. As there will be ongoing conversation around access, equity and inclusion over the life of the Plan, definitions could be reviewed for the preparation of subsequent plans.*

Audit of disability workforce may in itself be discriminatory.

- ✓ *It was not intended to audit people with a disability who are in the workforce, but rather, to audit staff employed who support people with disabilities (for example, the staff working at Colanda). Word changes to clarify ambiguity have been made in the Plan.*

Use the mediums of arts & culture to create opportunities for social and community engagement and to challenge the social norms.

- ✓ *Agreed. Arts and culture are recognised in plans within the Arts, Culture and Recreation Unit of Council. The Access, Equity and Inclusion Plan should be read in conjunction with these plans.*

Need a thorough examination of barriers within Council with a strategy to address them.

- ✓ *Research and awareness raising over the life of the Plan will identify both barriers and solutions. The Background section of this report shows that Council is already considering access, equity and inclusion issues, and this Plan will provide a platform for continuous improvement.*

Language should focus on 'ability' rather than 'disability'.

- ✓ *Plan adjusted.*

Scope of Plan should be clearly defined.

- ✓ *Plan adjusted.*

Clearly identify Council's legal responsibilities for an accessible, equitable and inclusive workplace.

- ✓ *This is outlined in section two, and is placed into practice by Council's Organisational Support and Development Unit.*

Provide a detailed evaluation of what tasks were not undertaken in the 2004 Plan.

- ✓ *Comments made on what was not achieved are under the heading of **Status as at May 2009**. No evaluation was provided as limited evidence was retained and a number of relevant staff have left the organisation. Actions in the Plan presented to Council today will be recorded regularly throughout its life so that an annual update and a final evaluation can be accurately reported and used for discussion.*

Identify proactive strategies to address discrimination in the workplace.

- ✓ *This is a function of Council's Organisational Support and Development Unit.*

Consider accessible engagement processes.

Identify effective interventions to enable full participation.

- ✓ *These are Council's processes that can be reviewed, as outlined in the scope of the Plan.*

Undertake gender and diversity training as an affirmative action.

- ✓ *Consideration of gender and diversity training, together with other appropriate training, has been included in Priority AEI – 2.*

### **Proposal**

It is proposed that Council adopts the Access, Equity and Inclusion Plan 2010 – 2013.

### **Financial and Other Resource Implications**

Most of the actions in the Plan are linked to current functions of Council and are based on awareness raising and subsequent consideration of access, equity and inclusion when planning for policy, infrastructure, service or advocacy.

Whilst developing this Plan, it has become clear that Council does consider access, equity and inclusion issues when doing business but does not view or report on them under an access, equity and inclusion lens. This Plan allows for this to occur in the future. The cost of this collective mind shift is not great but the cost of not making this collective mind shift could be significant through loss of community goodwill when problems arise with access, equity and inclusion issues.

**Risk Management & Compliance Issues**

Council is required under a variety of legislation to raise awareness and implement actions that promote access, equity and inclusion. As important as compliance is, the real risk is that by not implementing actions on access, equity and inclusion the challenges of reducing disadvantage and increasing liveability become impossible to achieve.

**Environmental and Climate Change Considerations**

This Plan does not consider the environment or climate change.

**Community Engagement**

The community engagement strategy will follow the recommendations of the Colac Otway Shire Council Community Engagement Policy of January 2010, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected would be informing the community of the release of the Plan and where it can be obtained. Working with local agencies, networks and groups to promote access, equity and inclusion issues would be an ongoing process though involvement and collaboration.

Assessing the accessibility of engagement, as mentioned above, will be an issue that can be undertaken in consultation with other agencies, networks, communities and clients.

The development of the Plan has involved an extensive consultation period to ensure that all issues/comments were taken into consideration in finalising the Plan.

**Implementation**

The Action Plan provides objectives, strategies, allocates responsibility, identifies measures and sets time frames for each priority.

**Conclusion**

This Plan has been prepared to outline Council's responsibilities and provide key principles to work under. The actions have been developed to better understand access, equity and inclusion issues; promote change where required; and provide a lens which can inform and influence all of Council's services.

**Attachments**

1. Colac Otway Shire Access Equity & Inclusion Plan 2010-2013

**Recommendation(s)**

***That Council adopts the Access, Equity and Inclusion Plan 2010 – 2013.***

~~~~~\ ~~~~~



2010 - 2013

Access, Equity & Inclusion Plan



Colac Otway Shire

Front Cover Photo: Courtesy of Ferne Millen

## Table of Contents

|   |           |
|---|-----------|
| <b>Section One - Background .....</b>   | <b>1</b>  |
| 1.1 Aim of Plan.....  | 1         |
| 1.2 Methodology.....  | 1         |
| 1.3 Scope.....  | 1         |
| 1.4 Definition .....  | 2         |
| <b>Section Two – Literature and Policy Review .....</b>                                       | <b>3</b>  |
| 2.1 Introduction .....  | 3         |
| 2.2 Legislative/regulatory environment .....  | 3         |
| 2.3 Government Policy Context .....   | 5         |
| 2.4 Victorian Local Government .....  | 6         |
| 2.5 Council Literature .....  | 10        |
| 2.6 Implications for Colac Otway Access, Equity and Inclusion Plan .....                      | 13        |
| <b>Section Three - Status of Colac Otway Access and Inclusion Plan 2004-2007 .....</b>        | <b>15</b> |
| 3.1 Introduction .....  | 15        |
| 3.2 Audit of Plan.....  | 15        |
| <b>Section Four - Local Government Practice .....</b>   | <b>17</b> |
| 4.1 Introduction .....  | 17        |
| 4.2 Local Government Practice .....   | 17        |
| 4.3 Implications for Shire Access, Equity and Inclusion Plan .....                            | 18        |
| <b>Section Five – Consultation Outcomes .....</b>   | <b>20</b> |
| 5.1 Introduction .....  | 20        |
| 5.2 Outcomes.....   | 20        |
| <b>Section Six – Strategy Plan .....</b>  | <b>24</b> |
| 6.1 Introduction .....  | 24        |
| 6.2 Strategy Plan .....   | 24        |
| <b>Appendices .....</b>   | <b>31</b> |
| Appendix A – Legislation and Policy Review .....  | 31        |
| Appendix B – Review of Colac Otway Community Access and Inclusion Action Plan 2004-2007 ..... | 37        |



---

## Section One - Background

### 1.1 Aim of Plan

The Colac Otway Shire Council's initial Access and Equity Plan (2004 -2007) expired in 2007. In the Council Plan (2009 -2013), Council has renewed its commitment to promoting equity and inclusion and resolved that a new Access and Equity Plan be produced to build on the success of the previous plan.

The major focus of the Plan is what Council can do to promote access, equity and inclusion. However, the Plan recognises the importance of involving other agencies, service providers and community groups in delivering the actions outlined in the Plan.

Essentially, the aim of the Plan is to ensure that all Colac Otway residents have the opportunity to participate fully and freely, to the extent they choose, in community life.

### 1.2 Methodology

The development of the Plan involved the following steps:

- Review the legislative, policy and planning context for access, equity and inclusion plans.
- Review and identify the learning from plans developed by other Victorian local councils.
- Review the status of the recommendations in Council's initial Access and Inclusion Plan.
- Consult with key Council staff and service providers about the positive and negative aspects of access, equity and inclusion in the Shire and the key priorities Council should focus on.
- Prepare the plan, drawing on the findings of the above steps.

### 1.3 Scope

The composition of this Plan and the opportunities that it intends to bring are listed below.

- Move beyond the requirements of Council to prepare a plan that focuses solely on disability by including access, equity and inclusion issues that arise from disadvantage, gender inequity, nationality, language barriers, age and isolation.
- Provide details on the legislative and policy requirements that Council needs to understand and implement to ensure, access, equity and inclusion.
- Provide inspirational principles that are supported by a raft of clear, enabling actions.
- Raise awareness within Council and the community on issues of access, equity and inclusion.
- Influence the need for access, equity and inclusion issues to be embedded into other planning and strategic processes within Council.

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

---

#### **1.4 Definition**

For the purpose of this strategy, access, equity and inclusion are defined as follows:

- Access is *'creating the necessary conditions so that individuals or groups desiring to use Council services, facilities, works, programs or events have access to them – regardless of their race, language, age, sex, geographic isolation, disadvantage or disability.'*
- Equity is *'ensuring that all individuals and groups are treated fairly by Council and share appropriately in the resources that Council manages on behalf of the community'.*
- Inclusion is *'ensuring that all individuals and groups are treated with respect and dignity and feel part of the community'.*

---

## Section Two – Literature and Policy Review

### 2.1 Introduction

The purpose of this section is to review:

- The legislative environment – current and planned Federal and State legislation relating to disability, access and equity, community inclusion and multiculturalism and Council’s legal obligations in these areas.
- Government policy/service context – what Governments are doing in the area of policies/service development/funding relating to disability, access and equity, community inclusion and multiculturalism.
- Council strategy plans, policies and similar documents - references, findings and recommendations that relate to disability, access and equity, community inclusion and multiculturalism.

The Review is provided in full in Appendix A. A summary is outlined below.

### 2.2 Legislative/regulatory environment

#### 2.2.1 Federal

Federal Acts and Codes which have relevance to access, equity and inclusion are as follows:

- Federal Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Human Rights and Equal Opportunity Commission Act 1986
- Disability Discrimination Act 1992
- Human Rights (Sexual Conduct) Act 1994
- Racial Hatred Act 1995
- Building Code of Australia 1996
- Equal Opportunity for Women in the Workplace Act 1999 - superseding the Affirmative Action (Equal Opportunity for Women) Act 1986
- Age Discrimination Act 2004

The Acts listed above make it unlawful:

- To discriminate against any other group or person on the grounds of their race, colour, descent or national or ethnic origin.
- To incite hatred against or vilify groups or persons on the basis of race, colour, descent or national or ethnic origin.

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

- To discriminate against any person on the grounds of sex, marital status, pregnancy or family responsibility.
- To discriminate against women in the work place.
- To interfere with sexual activity between consenting adults in the privacy of their own homes.
- For any Government Department or Agency to discriminate against any person on the basis of race, colour, sex, religion, political opinion, national extraction, social origin, age, medical record, criminal record, marital status, impairment, disability, nationality, sexual preference and/or trade union activity.
- To harass or discriminate against people with physical, intellectual, psychiatric, sensory, neurological or learning disabilities, physical disfigurement or a communicable disease (e.g. HIV virus).
- To discriminate against the elderly in the areas of accessing goods and services, education, accommodation, premises, land and requests for information.
- To conduct activities which involve showing hatred of other people on the ground of race, colour, or national or ethnic origin.

The Building Code requires all new or refurbished buildings (other than domestic dwellings) to provide reasonably safe, equitable and dignified access. In practice, what this means is that new and refurbished buildings and their component areas are to be made accessible to people with impaired mobility. The code specifies requirements with respect to ramps, accessible toilets, handrails etc.

### 2.2.2 State

State Acts which have relevance to access, equity and inclusion are as follows

- Local Government Act 1989
- Victorian Equal Opportunity Act 1995
- Racial and Religious Tolerance Act 2001
- Multicultural Act 2004
- Disability Act 2006
- Charter of Human Rights and Responsibilities Act 2006

These Acts:

- Require local Councils to foster community cohesion, encourage active participation in civic life and ensure that their services and facilities are accessible and equitable.
- Prohibit the harassment of or discrimination against people on the grounds of sex, marital status, race (including colour), nationality, ethnic or national origin, the state of being a

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

parent, childless or a de facto spouse, lawful religious or political belief or activity impairment (including physical impairment, mental illness and intellectual disability).

- Prohibit the vilification of people on the grounds of race and or religious belief or activity.
- Provide a framework for enabling people with a disability to more actively participate in the community.
- Require public sector bodies to prepare Disability Action Plans for the purposes listed below and to report on their disability action plans in their annual reports:
  - Reducing barriers for people with a disability to accessing goods, services and facilities.
  - Reducing barriers to persons with a disability obtaining and maintaining employment.
  - Promoting inclusion and participation in the community.
  - Achieving tangible changes to attitudes and practices which discriminate against persons with a disability.
- Enshrine principles that recognise all Victorians are entitled to mutual respect and understanding regardless of their cultural or religious affiliation.
- Protect and promote human rights and set out the specific rights that the Victorian Government wants to protect - freedom of thought, conscience, religion and belief; freedom of expression; protection of children; the opportunity without discrimination to participate in public life; and freedom to celebrate cultural, religious, racial and linguistic background.

### 2.3 Government Policy Context

The Victorian Government's vision, goals, commitments and priorities with respect to making Victoria more accessible and inclusive are outlined in the following policy and strategy documents:

- Growing Victoria Together – A Vision for Victoria to 2010 and Beyond
- A Fairer Victoria 2009
- State Disability Plan 2002-2012
- All of Us: Victoria's Multicultural Policy

*The Growing Victoria Vision* is that Victoria will have safe, fair and caring communities in which opportunities are fairly shared and all citizens have access to the highest quality services.

The key priorities in the Government's *A Fairer Victoria* agenda are helping Victorians get the best start to life; improving education and work opportunities, improving health and well being and developing liveable communities.

The Government's goals with respect to disability as outlined in the *State Disability Plan* are that its disability practice will be responsive and inclusive and people with disabilities will be well supported and pursue individual lifestyles. Its priority actions are:

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

- 
- Providing individualised planning and support.
  - Providing more housing choice.
  - Strengthening partnerships/relationships with providers.
  - Supporting the access to employment of people regardless of their race, language, age, sex, geographic isolation, disadvantage or disability.
  - Ensuring high quality services.
  - Advocating strongly for disadvantaged and disabled people.
  - Supporting projects which build inclusive communities.
  - Supporting integrated planning.
  - Promoting physical access and affordable services.

The *All of Us: Victoria's Multicultural Policy* outlines the Victorian Government's commitments to multiculturalism. These commitments are as follows:

- Reducing racial and religious discrimination.
- Ensuring equitable access to all services.
- Maintaining and supporting our highly diverse cultural, linguistic and religious heritage.
- Encouraging Culturally and Linguistically Diverse (CALD) Communities to retain and express their social and cultural identity and heritage.
- Emphasising to all Victorians the importance of shared rights and responsibilities.
- Promoting the benefits of multiculturalism to the whole community.
- Facilitating understanding between different cultural and faith communities.
- Emphasising the fundamental rights that Victorians all possess but which also impose responsibilities to abide by State laws and respect democratic processes.
- Recognising migrant skills and qualifications.
- Training migrants for job readiness and maximise pathways to sustainable employment.

## 2.4 Victorian Local Government

The following is from the Municipal Association of Victoria (MAV) document "Creating a more inclusive community for people with a disability. A Strategic Framework for Local Government."

The document dated March 2011 will provide further direction for future plans.

### ***"Policy statement***

*Under the Victorian Local Government Act 1989 councils have a responsibility to improve the overall quality of life of people in the local community and to ensure that services and facilities provided by the council are accessible and equitable. Addressing issues of discrimination and improving access and*

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

---

*inclusion for all community members, including people with a disability, falls within these responsibilities.*

*Victorian local government recognises that the factors contributing to a person having a disability are wide and varied and that the term people with a disability incorporates all types of impairment including cognitive, physical, sensory and psycho-social which can be acquired from birth or acquired through illness, accident or the ageing process.<sup>1</sup>*

*Victorian local government also recognises that attitudes, practices and structures can be disabling and present barriers that prevent people with a disability from enjoying economic participation, social inclusion and equality; that is people with a disability can be more disadvantaged by society's responses to their disability than the disability itself. Therefore, it is important to work to remove these barriers.*

*Victorian local government recognises that people with a disability have the same fundamental rights as other citizens and that a person with a disability is an individual first and is not defined by their disability.*

*All Victorian councils recognise their specific responsibilities to people with a disability under the Commonwealth Disability Discrimination Act 1992, the Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Disability Act 2006 and the Victorian Equal Opportunity Act 2010.*

*In recognition of Australia's ratification of the United Nations Convention on the Rights of Person with Disabilities in July 2008, Victorian local government is committed to operating in a manner that upholds the general principles of this Convention, namely:*

- *Respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons;*
- *Non-discrimination;*
- *Full and effective participation and inclusion in society;*
- *Respect for difference and acceptance of persons with disabilities as part of human diversity and humanity;*
- *Equality of opportunity;*
- *Accessibility;*
- *Equality between men and women;*

---

<sup>1</sup> This is the definition of disability used in the National Disability Strategy COAG (2011) p 23

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

- *Respect for the evolving capacities of children with disabilities and respect for the right of children with disabilities to preserve their identities.*

**Vision**

Victorian local government shares the vision set out in the National Disability Strategy -

***An inclusive Australian society that enables people with a disability to fulfill their potential as equal citizens.<sup>2</sup>***

*The achievement of this vision requires a strong commitment from all spheres of government to undertake their respective responsibilities alongside of other organisations, businesses, community services and groups and community members. Local government is committed to undertaking its roles and responsibilities and utilising its influences to continue to reduce the barriers for people with a disability created by attitudes, practices and structures to ensure that all members of our community are able to participate fully in the life of the community*

**The focus of our ongoing actions**

*All Victorian councils have been working to increase the inclusiveness of their communities through progressively addressing a wide range of issues that limit equitable access, inclusion and opportunity for particular groups in local communities. However, councils recognise that there are still many barriers that are limiting people with a disability having the same opportunities as other community members and that ongoing action is required by each council.*

*Victorian councils will work in the following ways to continue to systematically improve access and inclusion for people with a disability and their families.”*

|   |   |  |
|---|---|--|
| 1 | <b>A whole-of council approach</b>  | <i>Councils will work to ensure a culture within their organisation that recognises that everyone within the organisation (councillors, senior managers and staff) has a responsibility and an important role to play in addressing the discrimination experienced by people with a disability and in systematically addressing the barriers created by attitudes, practices and structures that limit the opportunities for people with a disability to fully participate in the life of the community.</i> |
| 2 | <b>Incorporate access and inclusion objectives in key strategic documents</b> | <i>Councils will reflect their commitment to improving access and inclusion in their key strategic policy and planning documents such as the Council Plan, Municipal Public Health and Wellbeing Plan and Municipal Strategic Statement.</i>   |

<sup>2</sup> COAG National Disability Strategy (2011) p 22

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

|    |   |  |
|----|---|--|
| 3  | <b>Facilitate civic participation and inclusive consultation</b>                        | Councils will work to ensure that people with a disability can exercise their rights as equal citizens in areas such as council elections, council meetings, council consultation processes, membership of council's committees involving community representatives and in making complaints.  |
| 4  | <b>Systematically improve the accessibility of council buildings and infrastructure</b> | All new council buildings will be designed to incorporate all legislated accessibility standards and wherever possible to incorporate enhanced accessibility features that facilitate access for all community members.<br><br>Councils will maximise the accessibility of all new council infrastructure (including parks, open space, signage, roads, kerbs, footpaths, playgrounds, bus stops, street furniture) taking account of regulatory requirements, constraints of local terrain and a council's financial capacity.<br><br>Councils have a program for progressive improvement to the accessibility of existing council owned buildings and infrastructure within a framework of inclusive policies, local priorities and the financial capacity of individual councils. |
| 5  | <b>Inclusive communication and information approaches</b>                               | Councils' communication and information approaches and systems continue to be progressively improved to ensure that they appropriately address the needs of staff, volunteers, and community members with a disability.  |
| 6  | <b>Accessible and inclusive council services, programs and events</b>                   | Council services, programs and events are accessible to people with a disability, promote their participation and provide people with a disability with opportunities to participate equally alongside other members of the community.   |
| 7  | <b>Strategic use of statutory and regulatory roles</b>                                  | Councils will use their statutory and regulatory roles to lead and influence improved inclusion, participation and accessibility for all members of the community.   |
| 8  | <b>Improve employment opportunities</b>   | Councils will exercise their responsibilities as equal opportunity employers and exercise their community leadership role to work with others to enhance local employment opportunities for people with a disability.  |
| 9  | <b>Influence community attitudes and perceptions</b>                                    | Councils will exercise leadership in their community in promoting the importance of inclusion for all, addressing discriminatory attitudes, promoting good models of inclusive practices and approaches and influencing others through information provision and education.  |
| 10 | <b>Exercise leadership in advocating to other organisation</b>                          | Councils will advocate to other spheres of government, business, other organisations and the community, in collaboration with people with a disability and their families/carers, to promote the rights of people with a disability and advance inclusion of people with a disability.   |
| 11 | <b>Foster partnership and collaboration</b>   | Councils will work in partnership with other spheres of government, business, other organisations and the community to improve access and inclusion for people with a disability.  |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

|    |   |  |
|----|---|--|
| 12 | <b>Effective accountability practices</b> | <i>Councils will ensure that they have organisational accountability processes in place for implementing their access and inclusion initiatives and will publically report on progress on implementation of these initiatives at least annually.</i> |
| 13 | <b>Review and evaluate progress</b>       | <i>Councils will review their progress on improving access and inclusion and work to evaluate impacts and outcomes to inform further actions.</i>  |

**2.5 Council Literature**

Council policies and strategies that have implications for and relevance to access, equity and inclusion are as follows:

- Council Plan 2009-13
- Public Health & Wellbeing Plan 2010-2013
- 2006-2010 Recreation Strategic Plan
- Positive Ageing Strategy 2008-12
- Early Years Plan 2010-2013
- Arts and Culture Strategic Plan 2007-2011
- Festival and Events Strategic Plan 2007-2011

*The Council Plan* outlines Council’s Key Result Areas, Objectives and Key Actions for the period 2009-13. The Objectives and Actions that have most relevance to access, equity and inclusion are as follows:

- Council will provide and maintain Council infrastructure and assets that meet community needs, now and in the future.
- Council will promote community health and wellbeing in partnership with other health services. Through a partnership approach, Council will provide a broad range of customer focused health, recreational, cultural and community amenities, services and facilities.
- Develop a 10 year upgrade program for all Council recreation facilities.
- Implement Municipal Public Health Plan, Early Years Plan, Access and Inclusion Plan, Recreation Strategy Plan and Transport Connections Plan.
- Encourage diversity in housing choice.
- Participate in local and regional affordable housing task groups.

*The Public Health & Wellbeing Plan* commits Council to establish governance procedures that will embed and enable health and wellbeing planning principles, including those of universal access. A number of determinants of health are discussed which outline the impacts on people who suffer from a lack of access, equity and inclusion. Children and youth not getting the start they deserve, no

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

---

internet access, a lack of transport, housing affordability and food insecurity are some of the issues that were identified through evidence based information which will be addressed.

*The Recreation Strategy Plan* commits Council to ensuring that all residents have the opportunity to participate in recreation programs. It defines guiding principles including “*equitable provision and the opportunities to participate in recreation are to be accessible to all regardless of age or ability*”.

A key objective of the *Festival and Events Strategic Plan* is to analyse the identified needs in relation to Council resources, community and stakeholder capacity, Local and State Government trends and demographic projections.

*The Positive Ageing Strategy* outlines a strategy for improving the health and sense of well-being of the Shire’s aged population. It includes a number of tasks and actions that relate to access and inclusion:

Tasks

- Work towards provision of an age-friendly built environment.
- Improve access to transport opportunities throughout the Shire.
- Improve access to the internet.
- Improve access to community events.
- Improve access to volunteer opportunities.
- Improve access to the workforce.
- Improve access to appropriate housing.
- Improve access to health services, especially considering outlying areas.

Actions

- Work with Colac Community to provide a walkability framework for access to the Colac town centre (including the provision of crossings, seating and re-charge points for mobility scooters).
- Work with Apollo Bay community to provide a walkability framework for access to the Apollo Bay town centre (including the provision of paving, crossings, seating and re-charge points for mobility scooters).
- Assess the need for walkability improvements in remaining townships and undertake walkability framework plans as required.
- Publish a walkability map for each town to advertise the improved access to the town centres.

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

- Set construction guidelines and a development process to ensure provision of age-friendly Council buildings on the basis of ‘good access’ principles.
- Provide information to local businesses informing them of the changing population and promoting age-friendly built environments (including guidelines for the appropriate provision of car parking).
- Through the Transport Connections program, investigate the need for the provision of accessible transport modes, relevant transport routes and flexible timetables for residents within the region.
- Provide access to computers with broadband internet access at seniors’ centres and other places where older people feel comfortable attending.
- Encourage the participation of older people at community events through provision of more activities and accessible services for their needs.
- Provide outreach performing arts opportunities in line with the Arts & Culture Strategic Plan.
- Work with relevant partners to drive local employers to adapt employment practices to meet the needs of mature aged workers.
- Develop an on-line integrated web resource that provides information specifically for older adults in Colac Otway including learning, recreation, arts and physical activity opportunities, transport information, care and housing information and links to relevant government information sites.
- Update Council’s community directory to include a specific section for seniors with information on relevant agencies and opportunities.
- Investigate ways to improve the availability of information on activities and services for older people in the community who do not have access to the internet.
- Participate in the G21 Affordable Housing Working Group.
- Continue to plan for the provision of future home based care, respite facilities and accommodation needs for the ageing population.
- Ensure the needs of the ageing population are considered in Council’s work with regional partners to advocate for improved access to services.

*The Early Years Plan* outlines a range of actions relating to access to early years services and facilities. These include:

- Addressing the problem areas highlighted in the Australian Early Development Index (AEDI) results for Colac Otway Shire.
- Increasing participation rates in preschool through a number of means including creation of kindergarten support and inclusion positions.
- Planning for and supporting the change management required for government policy changes including Universal Access.

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

- Auditing the physical accessibility of Council’s early year’s facilities and addressing any problems.
- Continuing to provide support for Colac Neighbourhood Renewal as it makes the transition to the Colac Community Hub Inc.

*The Arts and Culture Strategy* contains some actions and recommendations which relate to access, equity and inclusion. These are:

- Support development of community led, community benefit (in a community development model) projects that support local capacity.
- Continue to schedule film festival programs for young people with art house/short films, noting there is insufficient profit for this to be taken up commercially.
- Encourage young people to be involved in arts and culture projects.
- Investigate partnerships and funding to provide subsidised regular art classes in all mediums for the community, including children and families.
- Investigate provision of library services in small towns.
- Plan arts outreach programs and services for people over 50 years.
- Investigate arts projects in partnership with arts agencies: life drawing, arts space, arts awards, programs, particularly for youth and tertiary arts program.

## 2.6 Implications for Colac Otway Access, Equity and Inclusion Plan

- As an employer, Government authority and community services provider, Colac Otway Shire Council has a legal responsibility to promote access, equity and inclusion and prevent/discourage discrimination in Council workplaces and generally across the Shire. Council also has a responsibility to foster community cohesion and encourage active participation in community life. The Access, Equity and Inclusion Plan should give recognition to these important responsibilities and outline the actions that Council will take to fulfil them.
- Council is required by law to prepare a Disability Action Plan. This Plan should aim to reduce barriers for people with a disability to accessing services and facilities, and obtaining and maintaining employment; promote inclusion and participation in the community; and change attitudes and practices which discriminate against persons with a disability. The Access, Equity and Inclusion Plan will incorporate the Disability Action Plan and therefore should reflect the aims listed above. The Plan should identify what actual and specific barriers do exist, not general and perceived barriers, and where discrimination might be actually occurring. The Plan should examine Council practices and attitudes to ensure that they promote access, equity and inclusion.

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

- 
- The State Government’s priorities with respect to disability services, as outlined in State Disability Plan, that are relevant to local government should be included as priorities in the Shire’s Access, Equity and Inclusion Plan. The priorities that are considered relevant are:
    - Strengthening partnerships and relationships with providers.
    - Supporting the employment of people with a disability.
    - Ensuring high quality services.
    - Advocating strongly for people with a disability.
    - Supporting projects which build inclusive communities.
    - Supporting integrated planning.
    - Promoting physical access.
  - The State Government’s commitments to multiculturalism that are relevant to local government should also be included as commitments in the Access, Equity and Inclusion Plan. The relevant commitments are:
    - Reducing racial and religious discrimination.
    - Ensuring equitable access to all services.
    - Supporting the community’s diverse heritage.
    - Promoting the benefits of multiculturalism.
    - Facilitating understanding between communities.
    - Recognising the skills and qualifications of migrants.
  - The recommendations contained in the Council, Public Health & Wellbeing, Recreation and Arts & Cultural Plans that relate to improving access to services and facilities for people experiencing disadvantage should be acknowledged in the Access, Equity and Inclusion Plan and, where appropriate, included in the Action Plan.
  - The recommendations contained in the Positive Ageing Strategy that relate to access and equity could equally apply to people with disabilities and should be acknowledged in the Access, Equity and Inclusion Plan.

---

## Section Three - Status of Colac Otway Access and Inclusion Plan 2004-2007

### 3.1 Introduction

The purpose of this section is to audit the status of the recommendations contained in the 2004 Access and Inclusion Plan and determine if any further action is required with respect to recommendations.

### 3.2 Audit of Plan

The 2004-2007 Access and Inclusion Plan made recommendations about roads and pathways, buildings, planning and development, public toilets, parking, employment, communications, tourism, Council programs, community consultation, organisation capacity and transport. Council recently reviewed the status of the recommendations contained in the Plan (see Table 2 for the full results of the review).

The review found that:

- The audit of roads and pathways for access issues and compliance with the street traders' code regarding obstructions of footpaths has been conducted. Maintenance programs have been introduced in response to the audit findings.
- Audits of Council buildings re: disability accessibility have been undertaken. The upgrade of buildings in response to the audit findings is ongoing.
- The audit of disability accessible parking regarding the facilities provided at the parking bays – signage, lighting, surface conditions guttering etc – has not been conducted. The review of the disabled persons' parking scheme is underway.
- Recommendations relating to actively promoting equal opportunity, reviewing existing policies to reflect best practice and supporting employees with a disability are being implemented on an ongoing basis.
- Recommendations relating to enhanced communication methods have been partly implemented with Council publications being printed in larger type and suitable changes being made to the website. Actions relating to the training of staff in alternate communication methods and the use of hearing loops have not been acted upon.
- Recommendations relating to external businesses and agencies have largely not been implemented. Pamphlets for designers and builders on the requirements of the Disability Discrimination Act (DDA) have not been prepared, training for these professionals has not been provided and working with Otway Tourism to promote the notion that 'good access is good business' had not been undertaken.

**Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013**

- 
- Actions relating to Council programs, community consultation, transport and organisational capacity have largely been implemented.
  - Support for and commitment to the Plan has varied across departments with some areas showing considerable interest and others being less enthusiastic.

---

## Section Four - Local Government Practice

### 4.1 Introduction

The purpose of this section is to review other Victorian Local Government practices with respect to access, equity and inclusion plans.

### 4.2 Local Government Practice

#### 4.2.1 Evolution of plans

*Council's policy and planning responses to access, equity and inclusion has evolved markedly over the past decade (see Appendix A for some examples of recent plans). In the late 1990s/early 2000s, many Councils developed access and equity plans which contained principles, objectives and/or actions relating to discrimination, disability access and cultural diversity.*

Some Councils considered that the scope of their access and equity plans were too broad and decided to separate them into disability action plans and multi-cultural strategies. Hume and Port Phillip Councils, for example, initially produced access and equity policies and subsequently developed disability action plans and multicultural strategies. This delineation has become more widespread in recent years with the proclamation of the Disability Act 2006 and Multicultural Act 2004. These Acts encourage Councils to develop Disability Action Plans (also called Community Access and Inclusion Plans and Social Inclusion Plans) and Multicultural Strategies (also called Diversity Plans).

Some Disability Action Plans have a narrow focus concentrating on matters relating to physical access. Others are broader and cover issues relating to employment, involvement in community life, access to services and information, community and Council staff awareness of disability and provision of play opportunities.

Most multicultural strategies have a reasonably wide focus containing actions relating to leadership, community awareness, employment, language barriers, celebrating diversity, and respecting cultural beliefs. Some have a marketing flavour with the aim of promoting their municipalities as exciting, diverse places to visit or do business.

#### 4.2.2 Review of Plans - Strategic Essential Report 2008

Management Consultants, Strategic Essentials, recently conducted a review of the level and implementation and effectiveness of Disability Access Plans produced by Victorian Councils. It found that:

- Initial plans were overly ambitious. Recently developed plans have been scaled down and more targeted and selective to community and Council priorities and interests.

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

- 
- Many plans were not being monitored and evaluated.
  - Some Councils and staff were not committed to the plans.

Strategic Essentials recommended that the following approach be taken to the future development, implementation and monitoring of Disability Action Plans (DAPs):

- Combine various Council Plans in a holistic approach to DAPs – e.g. Health and Wellbeing, Community Development and Engagement and Access and Inclusion.
- Get Councillors to ‘champion’ the plans.
- Encourage ownership of DAPs across Council. Form an internal reference group with representation from relevant departments. The members should be passionate about disability issues. Incorporate recommendations from plans into departmental business plans. Celebrate any successes.
- Form an external reference group to ensure that key stakeholders are engaged.
- Establish working groups where necessary to undertake specific and finite tasks.
- Advocate, do not force issues.
- Share knowledge and experiences with nearby Councils.

The Strategic Essentials Report recommended that a formal approach to performance monitoring be built into the plan and suggested that the approach involve the following:

- Internal reference group to oversee monitoring.
- Predominantly self monitoring and review, preferably by business units/departments that have responsibility for specific recommendations.
- Report to Council leadership team on a quarterly basis.
- Report to Council on a regular basis.
- Use internal champions to make a difference.

#### 4.3 Implications for Shire Access, Equity and Inclusion Plan

- Council needs to determine the scope and nature of its Access, Equity and Inclusion Plan. Should the main focus be on disability or should it also cover ethnicity/multiculturalism or all of community given we have significant numbers of residents isolated (not just from a physical perspective) without access or inclusion. Colac Otway’s migrant community is growing and Council making a statement and developing objectives about multiculturalism is considered to be very important. Council needs to decide what is the best option; developing a separate multicultural plan; covering multiculturalism in the access, inclusion and equity plan or addressing it generally in the Council Plan and more specifically in the

**Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013**

---

Health and Well Being Plan, Recreation Strategic Plan, Early Years Plan and Positive Ageing Strategy.

- Council should also consider the findings and recommendations of the Strategic Essentials review of Council disability actions plans when formulating the Access and Inclusion Plan, particularly with respect to the period of the plan, monitoring and reporting processes, promotion of the plan, the focus and themes of the plan, and the scope and achievability of the recommendations.

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

---

## Section Five – Consultation Outcomes

### 5.1 Introduction

The purpose of the consultation process was to get the views of key service planners and providers, and community groups about what is good with respect to access, equity and inclusion; what problems and concerns exist; and what could be done to address these issues.

### 5.2 Outcomes

The following groups/organisations were consulted:

- Colac Otway Shire Council
- Colac Area Health
- The Meeting Place
- Otway Health and Community Services
- Colanda
- Department of Human Services (DHS)
- Otway Community College
- Skills Connection
- Colac Otway Disability Accommodation (CODA)
- Glastonbury Child and Family Health Services
- Gateway Support Services
- Colac Neighbourhood Renewal Program
- Colac Special School
- Karingal Community Living
- St Lawrence Services

A summary of their comments is as follows (note: some groups have expressed opposing views):

#### *Positive features of access, equity and inclusion in Colac Otway*

- Deep commitment of some senior managers in Council to access, inclusion and community engagement issues.
- All disability related service providers in Colac Otway Shire seem deeply committed to access and inclusion.
- A welcoming and caring community that strongly supports people who are disadvantaged due to disability, low income, unemployment, language barriers, learning difficulties etc.
- Strong community support for Colanda and its staff and clients.

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

- The breadth and strength of the cooperative relationships between service providers, community groups etc who work with, or have as members, people who are disadvantaged.
- Some well supported and resourced community networks and reference groups in the Shire – early year’s networks, disability reference group etc.
- Council’s Home & Community Care (HACC) program is extensive, well resourced and provides high quality, responsive services.
- The Meeting Place and its extensive range of programs.
- Effective settlement programs for new migrants.
- Colac Otway Council and Colac Otway Area Health are strong advocates for the disadvantaged and fight strongly to get and retain services.
- Colac Neighbourhood Renewal (and the new Hub program) is a successful and progressive program that has achieved some outstanding results over the past 7 years.
- Recent improvements to some public facilities with respect to disability access.
- Recent appointment of the refugee nurse.

*Gaps/ deficiencies/concerns*

- Lack of commitment and leadership from Council with respect to access and inclusion.
- Lack of employment opportunities for people with disabilities in the Shire.
- Lack of commitment by Council to effective and inclusive community engagement.
- Lack of formal ‘voice’ to Council on access and inclusion issues e.g. an access and inclusion advisory group.
- Difficulties in recruitment and retention of disability workers. Capacity of an already over stretched workforce to cater for individualised planning.
- The capping policy on multipurpose taxi services which disadvantages rural community service users, particularly those in areas such as Apollo Bay.
- Some duplication of services and competition between service providers. Individualised planning may create more duplication and competition.
- Planning and thinking seems to be Colac centric.
- People with a disability in wheelchairs are often transported in small minibuses. Most of the accessible car parks are not big enough for these vehicles.
- Inefficient use of local public buses. Many buses sit idle during the day that could be used for community transport.
- There is no community bus with a hoist.
- Physical access to public transport can be difficult e.g. getting up the stairs into the bus etc.
- There is serious lack of respite care beds.

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

- Physical accessibility to some public spaces and community buildings is difficult – e.g. public toilets, some pavilions and other Council buildings, footpaths in main CBD area, railway crossings.
- The meeting place only opens 3 evenings a week.
- Lack of some services – e.g. dental and speech pathology services for early years and primary school children across the Shire, paediatric/obstetric services in Apollo Bay.
- People on low incomes and/or without cars having difficulty accessing services in Geelong and Colac.
- Impending changes to disability service systems with people who have disabilities purchasing services – will they have the capacity to understand the systems and effectively access services?
- The apprehension and confusion felt by new migrants when they first arrive in Colac Otway Shire.
- A lack of patience from some providers to new settlers who cannot speak English very well.
- The lack of celebration of the Shire’s growing multicultural community.

*Council - Focus and priorities*

- Demonstrate a strong commitment to and take a more prominent role in championing access, equity and inclusion.
- Ensure that all Council practices promote and all Council staff are committed to access, equity and inclusion.
- Consider establishing a community engagement/development unit that uses the access, equity and inclusion plan and the early years plan as the platform for community engagement processes.
- Re-establish the local advisory group for access and inclusion.
- Make Council staff and the general community aware of the levels of disability, language difficulties, social and geographic isolation in Colac Otway Shire.
- Ensure Council has effective mechanisms in place to engage people with disabilities or experiencing other forms of disadvantage.
- Together with other service providers, assess the workforce implications of the introduction of individualised planning for people with disabilities. Develop a strategy to ensure there is sufficient staff trained to cater for future care needs.
- Ensure that the contribution made to the community by disability workers is appropriately recognised and valued.
- Ensure that Council effectively engages with, supports and advocates for agencies, providers and Community groups that work with people experiencing disadvantage.
- Demonstrate a commitment to fully informing the community about Council services and programs, and consult with all of the community about key decisions relating to policy and service delivery.
- Introduce a welcoming program for new residents. Give special attention to the needs of new migrants to ensure that they are welcomed into community life and made aware of Council services.
- Undertake disability audits of major Council buildings and address the findings of the audits.

**Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013**

- 
- Undertake an access assessment of main pathways and thoroughfares around the CBD and address any problems.
  - Review the provision of accessible car parking spaces in the Shire. Amongst other issues, consider space to move around a car, time limits, making the spaces suitable for small mini-buses and the proportion of accessible spaces compared to conventional spaces.
  - Advocate strongly for more respite care beds.
  - Advocate for more effective use of community buses.
  - Investigate need for and feasibility of installing a hoist in community bus.
  - Secure ongoing funding for The Meeting Place and expand the program over more nights if possible.
  - Undertake activities to recognise Colac Otway Shire’s growing multiculturalism and support service providers working with new settlers/migrants.
  - Undertake cultural awareness training for Council staff that will interact with migrant communities.
  - Advocate for new or expanded services - e.g. dental and speech pathology services for early years and primary school children across the Shire, paediatric/obstetric services in Apollo Bay.
  - Ensure people with disabilities and their families understand the new disability service system and can effectively access services.

---

## Section Six – Strategy Plan

### 6.1 Introduction

This section outlines the proposed Access, Equity and Inclusion Plan.

### 6.2 Strategy Plan

#### 6.2.1 Vision

*‘Colac Otway will be a fair, caring, respectful and inclusive community. The community will embrace and celebrate diversity and all people will have the same opportunities to participate in the life of the community to the extent they choose’.*

#### 6.2.2 Principles

- All people will be respected and have the same rights to participate fully in community life.
- All people will be treated with dignity and supported to make their own choices.
- All people will be valued and not discriminated against in any way.
- New residents will be welcomed into the community and given appropriate support.
- Difference and diversity in the community will be embraced and celebrated.
- Colac Otway Council will lead the way and set an example for the rest of the community by being responsive, fair and inclusive in all its practices.

#### 6.2.3 Priorities and Actions

The recommended priorities and actions are listed on the following pages. It is suggested that the Plan have a 4 year period and be reviewed annually. It is strongly recommended that an internal reference group be established to monitor the progress of the Plan and assist with the development of implementation status reports for Council and the community.

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

Colac Otway Shire

Access Equity & Inclusion Strategy Plan 2010 - 2013

**Priority AEI - 1 Demonstrate a strong commitment to access, equity and inclusion**

| Proposed Actions   | Responsibility              | Measure  | Y1 | Y2 | Y3 |
|--|-----------------------------|--|----|----|----|
| Formally adopt and launch the Access, Equity and Inclusion Plan;   | Council                     | Actions are implemented.<br>Recommendations made to Council. |    |    |    |
| Assign a Manager the responsibility of ensuring the Plan is implemented and advising Council on the status of the Plan's implementation.   | Health & Community Services | Manager assigned.  |    |    |    |
| Include a report on Access, Equity and Inclusion issues in the Council's annual report.  | Health & Community Services | Included annually  |    |    |    |
| Require, where relevant, that a discussion on access, equity and inclusion be included in any report, plan or strategy which recommend changes to service delivery or the introduction of new programs (consider impact assessments) | Health & Community Services | Document contributions to reports, plans and strategies      |    |    |    |
| Require, where relevant, that tenderers for Council services demonstrate how they will satisfy Council's access, equity and inclusion principles.  | Health & Community Services | Develop template for tender documents.                       |    |    |    |
| Continue to formally recognise the contribution that people of all abilities are making to community life.   | Council                     | Document celebrations and recognition.                       |    |    |    |

**Priority AEI - 2 Raise Council staff and the general community's awareness of the levels of disability, gender, equality, social and geographic isolation**

| Proposed Actions   | Responsibility              | Measure   | Y1 | Y2 | Y3 |
|--|-----------------------------|---|----|----|----|
| Undertake qualitative research into levels of linguistic difficulties, gender, equality, all abilities, disadvantage and geographic isolation in Colac Otway.  | Council                     | Document local research and actions in an accessible format.                  |    |    |    |
| Circulate research findings to Council staff and local service providers.  | Council                     | Ongoing distribution local research and actions.                              |    |    |    |
| Raise the awareness of Council staff and where necessary implement training to support actions that improve access, equity and inclusion.  | Council                     | Documentation of information provided to staff and training, where necessary. |    |    |    |
| Make the general community aware of the findings through publishing them on the web, in news stories in the local paper, on radio and through other accessible mediums for people who are disadvantaged. | Health & Community Services | Ongoing distribution local research and actions.                              |    |    |    |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

**Priority AEI - 3 Ensure all Council practices promote access, equity and inclusion**

| Proposed Actions  | Responsibility                       | Measure   | Y1 | Y2 | Y3 |
|---|--------------------------------------|---|----|----|----|
| Systematically review all Council practices, commencing with its customer service and human resources processes, to ensure they promote access, equity and inclusion.                   | Council                              | Actions are implemented. Recommendations made to Council.   |    |    |    |
| Ensure that principles of equal opportunity, particularly in relation to disability, gender, age and cultural background, are strictly observed in recruitment and selection processes. | Organisational Support & Development | Ongoing training for all staff in all position descriptions, recruitment and selection documentation. |    |    |    |
| Ensure that Council's community engagement and community consultation processes consider format and processes which are accessible to people of all abilities.                          | Health & Community Services          | A plan for change is developed. Number settings and stakeholders                                      |    |    |    |
| Review Council's fee and charges and eligibility policies for services to ascertain whether they encourage or diminish access, equity and inclusion.                                    | Council                              | Address any areas of concern.   |    |    |    |

**Priority AEI - 4 Ensure Council has effective processes in place to engage with people with disabilities or experiencing other forms of disadvantage and with carers and disability service providers**

| Proposed Actions  | Responsibility              | Measure   | Y1 | Y2 | Y3 |
|---|-----------------------------|---|----|----|----|
| Meet with people of all abilities, carers and disability service providers to discuss how Council can appropriately consult with and provide information to them. | Health & Community Services | Implement these processes in an ongoing process.          |    |    |    |
| Continue supporting and being members in reference groups that focus on disadvantage (eg. Community Hhd Inc., TLC3, Food Security).                               | Council                     | Maintain a document of these groups and their objectives. |    |    |    |
| Provide strong support for all the disability services and enthusiastically participate in the Colac Disability Network.  | Health & Community Services | Ongoing. Report through the Rural Access Project Officer  |    |    |    |
| Support the sustainability of Neighbourhood Action Groups and Neighbourhood House initiatives, which focus on disadvantage.                                       | Council                     | Document sustainability achievements                      |    |    |    |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

| <b>Priority AEI - 5 Ensure that Council staff have an appreciation of the cultural diversity of the Colac Otway community and an understanding of the customs, values and religious beliefs of the Shire's ethnic groups</b> |   |   |           |           |           |  |
|--|---|---|-----------|-----------|-----------|--|
| <b>Proposed Actions</b>  | <b>Responsibility</b>                                     | <b>Measure</b>  | <b>Y1</b> | <b>Y2</b> | <b>Y3</b> |  |
| Prepare an annual update of Colac Otway's social profile and circulate to relevant staff.  | Health & Community Services                               | Undertaken annually.  |           |           |           |  |
| Introduce cultural awareness training for all Council staff.   | Health & Community Services                               | Develop and implement.  |           |           |           |  |
| Monitor migration patterns and keep staff and Council informed of any trends.  | Health & Community Services                               | Access Information through the Colac Settlement Committee. Distribute on an annual basis. |           |           |           |  |
| <b>Priority AEI - 6 Engender strong and respectful relationships with Colac Otway's migrant communities and celebrate the Shire's cultural diversity</b>   |   |   |           |           |           |  |
| <b>Proposed Actions</b>  | <b>Responsibility</b>                                     | <b>Measure</b>  | <b>Y1</b> | <b>Y2</b> | <b>Y3</b> |  |
| Include information in the new resident's welcome kit in appropriate languages, as required.   | Council   | Develop as required.  |           |           |           |  |
| Hold annual meetings/forums with the ethnic communities and organisations working with communities to identify how Council can assist new settlers with their transition into community life in Colac Otway.                 | Council   | Continue Council's membership within the Colac Settlement Committee.                      |           |           |           |  |
| Continue to actively encourage the participation of ethnic communities in the planning and delivery of community events.   | Health & Community Services<br>Arts, Culture & Recreation | Ongoing support for the Australia Day citizenship ceremony.                               |           |           |           |  |
| Strongly support the settlement programs offered by Otway Community College.   | Council   | Ongoing.  |           |           |           |  |
| Provide advocacy for newly arrived migrants/refugees to ensure they have fair access to resources and are able to articulate their needs.  | Council   | Advocate and plan for access, equity and inclusion.                                       |           |           |           |  |
| Undertake activities to celebrate the Shire's cultural diversity such as a multicultural day (in a similar vein to the seniors day).   | Council   | Promote Multicultural Day with partners.  |           |           |           |  |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

**Priority AEI - 7 Expand community transport options in Colac Otway Shire**

| Proposed Actions   | Responsibility              | Measure   | Y1 | Y2 | Y3 |
|--|-----------------------------|---|----|----|----|
| Advocate for more effective use of publicly owned buses in the Shire.  | Health & Community Services | Continue this longstanding dialogue.                  |    |    |    |
| Examine the feasibility of providing a hoist in the community bus.   | Health & Community Services | Research and provide a report.                        |    |    |    |
| Through the Transport Connections program, investigate the need and ways for providing accessible transport modes, outreach services, accessibility to services without transport and suitable timetables for residents within the region. | Health & Community Services | Include in Transport Connections Phase Three actions. |    |    |    |

**Priority AEI - 8 Lead the effort to improve physical access for people with disabilities**

| Proposed Actions  | Responsibility                     | Measure  | Y1 | Y2 | Y3 |
|---|------------------------------------|--|----|----|----|
| Ensure that all new and refurbished Council facilities fully comply with disability access requirements.  | Council                            | Apply DDA standards. Assess local needs and suggestions through conversations.   |    |    |    |
| Continue the program of improving disability access at prominent Council buildings and public toilet blocks.  | Council                            | Ongoing.   |    |    |    |
| Undertake an assessment of the accessibility of the main pathways in and thoroughfares to the CBD and systematically address any issues of concern. | Health & Community Services        | Include in the Central Business District Strategic Plan process. Include in the Footpath Strategy  |    |    |    |
| Plan internally to develop and implement actions that will ensure physical access is an inherent part of each units planning process.               | Health & Community Services        | Social implications are considered as a requirement in reports to Council. Develop tools to assist staff in planning for universal access. |    |    |    |
| Encourage developers and builders to take disability access issues into consideration when designing new subdivisions or building developments.     | Sustainable Planning & Development | Ongoing.   |    |    |    |
| Ensure that all new and refurbished Council facilities fully comply with disability access requirements.  | Council                            | Apply DDA standards. Assess local needs and suggestions through conversations.   |    |    |    |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

**Priority AEI - 9 Lead the effort to improve physical access for people with disabilities**

| Proposed Actions  | Responsibility              | Measure   | Y1 | Y2 | Y3 |
|---|-----------------------------|---|----|----|----|
| Redevelop The Meeting Place to provide a Community Based Respite Activities and Support model.  | Health & Community Services | Redevelop with participants and their families, carers or support agencies. |    |    |    |
| Advocate strongly for new and expanded services across the Shire -- in particular respite beds, dental services, speech pathology services, for early years and primary school children and paediatric/obstetric services in the Apollo Bay Region. | Council                     | Ongoing.  |    |    |    |

**Priority AEI - 10 Develop mechanisms which encourage participation by all residents in community activities**

| Proposed Actions   | Responsibility              | Measure   | Y1 | Y2 | Y3 |
|--|-----------------------------|---|----|----|----|
| Develop a community participation policy which investigates and addresses barriers for people who are disadvantaged. | Council                     | Develop in partnership with the community and community support agencies. |    |    |    |
| Identify capital works and other projects which would benefit from community involvement.                            | Health & Community Services | Facilitate an internal workshop for Executive and Managers.               |    |    |    |
| Ensure that residents are fully informed about community events and encouraged to be involved.                       | Arts, Culture & Recreation  | Continue publishing the community events calendar.                        |    |    |    |

**Priority AEI - 11 Together with other service providers, develop a disability workforce strategy to meet**

| Proposed Actions  | Responsibility              | Measure   | Y1 | Y2 | Y3 |
|---|-----------------------------|---|----|----|----|
| Undertake an audit of the current disability workforce providers in the Shire.            | Health & Community Services | Include in the service mapping process of Rural Access.   |    |    |    |
| Assess workforce capacity required following the introduction of individualised planning. | Council                     | Identify the gaps between current practices and what will be required. Develop a strategy to fill the gaps. |    |    |    |



Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

---

## Appendix A – Legislation and Policy Review

### 1. Legislative/regulatory environment

As an employer, Government authority and community services provider, Colac Otway Shire Council has a legal responsibility to promote equality of access and prevent/discourage discrimination. These responsibilities are enshrined in the following federal and state legislation:

#### 1.1 Federal

##### *Racial Discrimination Act 1975*

This Act makes it unlawful for any group or person to discriminate against any other group or person on the grounds of their race, colour, descent or national or ethnic origin.

##### *Racial Discrimination Act 1975: Racial Vilification*

This Act prohibits the incitement of hatred against or the vilifying of groups or persons on the basis of race, colour, descent or national or ethnic origin.

##### *Sex Discrimination Act 1984*

This Act makes it unlawful to discriminate against any person on the grounds of sex, marital status, pregnancy or family responsibility.

##### *Human Rights and Equal Opportunity Commission Act 1986*

This act makes it unlawful for any Government Department or Agency to discriminate against any person on the basis of race, colour, sex, religion, political opinion, national extraction, social origin, age, medical record, criminal record, marital status, impairment, disability, nationality, sexual preference and/or trade union activity.

##### *Disability Discrimination Act 1992*

This Act prohibits the harassment of, or discrimination against, people with physical, intellectual, psychiatric, sensory, neurological, or learning disabilities, physical disfigurement or a communicable disease (e.g. HIV virus).

##### *Age Discrimination Act 2004*

This Act aims to eliminate discrimination on the basis of age - whether old or young. The Act makes age discrimination unlawful in the areas of accessing goods and services, education, accommodation, premises, land and requests for information.

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

---

*Equal Opportunity for Women in the Workplace Act 1999 superseding the Affirmative Action (Equal Opportunity for Women) Act 1986*

The objectives of this Act are to:

- Promote the principle that employment for women should be dealt with on the basis of merit.
- Promote, amongst employers, the elimination of discrimination against, and the provision of equal opportunity for, women in relation to employment matters.
- Foster workplace consultation between employers and employees on issues concerning equal opportunity for women in relation to employment.

*Racial Hatred Act 1995*

The purpose of this act is to prohibit conduct involving the hatred of other people on the ground of race, colour or national or ethnic origin.

*Building Code of Australia 1996*

One of the objectives of the Building Code is to ensure that all new or refurbished buildings (other than domestic dwellings) provide reasonably safe, equitable and dignified access. In practice, what this means is that new and refurbished buildings and their component areas are to be made accessible to people with impaired mobility. The code specifies requirements with respect to ramps, disabled toilets, handrails etc.

## 1.2 State

*Local Government Act 1989*

This Act outlines the roles and responsibilities of local councils and the rules for their operation. The Act states that the primary objective of a Council is to *'achieve the best outcomes for the local community'* and, in facilitating this objective, the Council must improve the overall quality of life of residents and ensure services and facilities provided by Council are accessible and equitable. The Act indicates that an important role of Council is to foster community cohesion and encourage active participation in civic life.

*Victorian Equal Opportunity Act 1995*

This Act prohibits the harassment of, or discrimination against, people on the grounds of sex, marital status, race (including colour), nationality, ethnic or national origin, the state of being a parent, childless or a de facto spouse, lawful religious or political belief or activity impairment (including physical & intellectual disability and mental illness).

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

---

*Racial and Religious Tolerance Act 2001*

The Act prohibits the vilification of people on the grounds of race and or religious belief or activity. Vilification is described as conduct that *'incites hatred against, serious contempt for, revulsion or severe ridicule of'* a person on the ground described above.

*Disability Act 2006*

This Act provides a framework for enabling people with a disability to more actively participate in the community. The Act is based on the broad principle that disabled people have the same rights and responsibilities as other members of the community and should be empowered to exercise those rights and responsibilities.

The Act requires public sector bodies (which do not specifically include local councils) to prepare Disability Action Plans for the purposes of:

- Reducing barriers for people with a disability to accessing goods, services and facilities.
- Reducing barriers to persons with a disability obtaining and maintaining employment.
- Promoting inclusion and participation in the community.
- Achieving tangible changes in attitude and practices which discriminate against persons with a disability.

The Act requires public sector bodies to report on the implementation of their Disability Action Plans in their annual reports.

With respect to local Councils, the Act states that:

- If a Council decides to prepare a disability action plan, the plan should be consistent with the purposes described above.
- If a Council decides not to prepare a plan, it must ensure that the matters relating to the purposes described above are addressed in the Council Plan.

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

---

*Multicultural Act 2004*

This Act enshrines principles that recognise all Victorians are entitled to mutual respect and understanding regardless of their cultural or religious affiliation.

*Charter of Human Rights and Responsibilities Act 2006*

This Act aims to protect and promote human rights. The Act sets out the specific rights that the Victorian Government want to protect. These rights include freedom of thought, conscience religion and belief; freedom of expression; protection of children; the opportunity without discrimination to participate in public life; and freedom to celebrate cultural, religious, racial and linguistic background.

## **2. Government/Policy Context**

### **2.1 Growing Victoria Together – A Vision for Victoria to 2010 and Beyond.**

*Growing Victoria Together (GVT)* is a ten-year visionary plan that articulates what is important for Victorians and the priorities for a better society. It provides a vision for Victoria to have caring, safe communities in which opportunities are fairly shared and citizens have access to the highest quality health care and education services.

GVT also sets out a number of goals that the Government wants to achieve. The goals that are relevant to access and equity are:

- Building friendly, safe, confident and safe communities.
- Creating a fairer society that reduces disadvantage and respects diversity.
- Promoting greater public participation in community life.

### **2.2 A Fairer Victoria 2009**

*A Fairer Victoria 2009* outlines the Government's social policy agenda and the specific actions it will undertake in 2009 and beyond to implement the agenda. The key priorities of *A Fairer Victoria* are helping Victorians get the best start to life; improving education and work opportunities, improving health and well being and developing liveable communities where people want to live.

Many of the actions outlined in the policy strategy relate to improving access to services, addressing disadvantage and promoting diversity. These include providing additional funds for services for children with disabilities through to undertaking projects which celebrate cultural diversity and promote harmony.

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

---

### 2.3 State Disability Plan 2002-2012

The *State Disability Plan* outlines the Government's vision for disabled people and the disability service system, the goals the Government will pursue and the priority actions it will take to implement this vision, and the principles that will underpin this vision, goals and actions.

The Government's vision regarding disability is that '*Victoria will be a stronger and more inclusive community – a place where diversity is embraced and celebrated and where everyone has the same opportunities to participate in the life of the community and the same responsibilities towards society as all other citizens of Victoria*'.

The Guiding Principles are that people with disabilities will be respected and have the same rights as other citizens to participate fully in community life; they will be treated with dignity and supported to make their own choices; their differences and the contribution to society will be valued and they will not be discriminated against in any way.

The Government's primary goals are that disabled people will be able to pursue individual lifestyles; the Victorian community will be very welcoming and supportive of people with disabilities; and the Government will lead the way and set an example for the rest of the community by being responsive and inclusive in all its practices.

The priority actions that Government will take are:

- Providing individualised planning and support.
- Providing more housing choice.
- Strengthening partnerships/relationships with providers.
- Supporting the employment of disabled people.
- Ensuring high quality services.
- Advocating strongly for disabled people.
- Supporting projects which build inclusive communities.
- Supporting integrated planning.
- Promoting physical access and affordable services.

### 2.4 State Disability Plan 2002-2012: Self Directed Planning

The Government is about to introduce self directed planning. This is the term given to the process of people with disabilities selecting the support services they need and how they will access them. The process will involve the provision of assistance to people with disabilities and their families to plan their service needs and formulate and change their support plans, if necessary. It will also involve the provision of more extensive supports to disabled people with complex needs.

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

---

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

Appendix B – Review of Colac Otway Community Access and Inclusion Action Plan 2004-2007

1. Building and Facilities

| Description                            | Actions   | Project Managed                          | Timeframe              | Resources                | Status as at May 2009   |
|--|---|--|------------------------|--------------------------|---|
| 1.1 Roads/pathways                     | Undertake ongoing priority based Access Audits on Council roads/pathways, in order to identify maintenance requirements, and the existing level of access including signage, amenities, access from car parks<br><br>As part of Council's continual footpath maintenance program, identify and rectify barriers to access e.g. cracks, tree roots, shrubbery, broken concrete, lack of kerb ramps, inappropriate guttering, etc. and make recommendations for action within budget resources. | Asset Management<br><br>Asset Management | Ongoing<br><br>Ongoing | Existing<br><br>Existing | Annual Access audits completed for Colac and Apollo Bay.<br>Status ongoing.<br><br>Annual inspections – Maintenance and replacement programs developed based on the inspections in accordance with Council's road management plan.<br>Status ongoing. |
|  | Develop and implement a Street Trading Code.<br><br>Provide information at time of permit request outlining shop keeper's responsibility to maintain a 1.8m continuous and accessible path of travel across all shop frontages.   | Local Laws<br><br>Rural Access           | 2004/05                | Existing                 | The Current system is working well. – Ongoing review is required.<br>Local Laws officers are responsible for any Non compliance.  |
|  | Develop and promote a "Tips for Traders" booklet which supports traders in implementing the street furniture local law DDA Continuous line of travel.   | Local Laws                               | 2004/05                | Existing                 | Not a priority at this time.  |
| 1.2 Buildings                          | Complete the Denis Hunt Building works project as per the 2003/04 budget allocation. Undertake works as per the 2004/05 budget allocation, specific sites are COPACC, Colac Library, Colac Otway Shire Offices.   | Building Maintenance                     | 2004/05<br>2005/06     | Existing                 | Works completed.<br>Disabled parking in Rae St.<br>Internal Signage.<br>Locally Signage.<br>Footpath widened at COPACC entry and handrail.  |
| 1.3 Development Applications/Approvals | Prepare a pamphlet for distribution to Designers, Developers, and Builders advising of the requirements of building design under the Disability Discrimination Act (1992). This will clearly outline AS 1428 (Parts 1-4) which prescribes the basic requirements for physical access, and must be adhered to in the planning, development and construction of all buildings and facilities.<br><i>Pamphlet to be linked to COS website and updated as legislation changes.</i>                | Building Surveyor                        | 2004/05                | Existing                 | As at May 2008 no action taken.   |
|  | Provide training/support for planners/building surveyors/contractors/builders and other relevant stakeholders re the implementation of the above.   | Building Surveyor<br>Rural Access        | 2005/06                | Existing                 | Training opportunities promoted internally.   |
|  | Ensure Council requires organisations to demonstrate a commitment to E.O. and conformity to the Disability Discrimination Act (1992) when contracts are under consideration by including a clause in all contracts  | Infrastructure                           | 2004/05                | Existing                 | Requires update.  |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

| Description           | Actions   | Project Managed               | Timeframe  | Resources         | Status as at May 2009  |
|-----------------------|---|-------------------------------|------------|-------------------|--|
| 1.4<br>Public Toilets | Conduct audits of public toilets within the municipality to ensure compliance with the D.D.A. (1992) and the relevant Australian Standards. Include the maintenance of continuous accessible paths of travel to existing amenities. Audit to include all special features including: rails, doors, height of fixtures.  | Building Officer              | Ongoing    | Existing          | Inspections completed Public Amenities. Improvement program ongoing. Completed upgrades, Forest public toilets, Carlisle River rec. reserve, Beeac public toilets, Lake Colac Foreshore, Hesse St. upgrade completed including Wheelchair access and family change room. |
|                       | Over the next three years undertake improvements to Public Toilets as identified in the audit.  | Building Officer              | 2004/05/06 | Existing          | Ongoing.   |
|                       | Develop and implement procedures to ensure that the construction of any new amenities blocks are family friendly and accessible for all sections of the community   | Building Surveyor             | 2004/05    | Existing          | Ongoing as part of normal building process within boundaries of normal building requirements.  |
|                       | In partnership with community sporting facilities secure funds to ensure future amenities blocks are family friendly and accessible.  | Recreation Rural Access       | Ongoing    | Existing External | Ongoing.   |
| 1.5<br>Parking        | Undertake an audit of all Designated Accessible Parking Bays taking into consideration appropriate signage, size, lighting, surface conditions, guttering and location of all bays. Audit the number of and potential for accessible bus parking locations.   | Building Officer Rural Access | 2005/06    | Existing          | Initial desktop study completed to determine the location and number of existing carparks.   |
|                       | Undertake a review of the Disabled Persons Parking Scheme. The review to include a comparative analysis between the total number of parking bays and the total number of permit holders. Include eligibility and assessment criteria, length of time permit is current, length of time user can park in both accessible bays and non-designated bays, penalties for breaches by non-permit holders, allocation of temporary permits, penalties for breaches by permit holders and frequency of patrols by Council Officers. | Local Laws Rural Access       | 2004/05    | Existing          | Currently under review.  |
|                       | Assess the need for "scotter" routes and parking. In response to need identify and promote Gopher routes and parking in conjunction with accessible parking strategy.   | Local Laws Rural Access       | 2004/05    | Existing          | Two Stage process.<br>1. Advise and distribute "Stay Safe" brochures - Completed.<br>2. Requires action. Consultants currently engaged to review parking in the CBD at Colac and Apollo Bay.   |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

2. Employment

| Description | Actions  | Project Manager | Timeframe | Resources | Status as at May 2009 |
|-------------|--|-----------------|-----------|-----------|-----------------------|
|             | Actively promote Colac Otway Shire's Equal Opportunity (EO) policy through advertising for positions, induction, on website          | Human Resources | Ongoing   | Existing  | Ongoing.              |
|             | Review of existing policies to ensure they reflect best practice EO guidelines.  | Human Resources | 2004/05   | Existing  | Ongoing.              |
|             | Take a pro-active role, reflecting best practice, in supporting any employee with a disability to undertake his/her job effectively. | Human Resources | Ongoing   | Existing  | Ongoing.              |

3. Communications

| Description | Actions  | Project Manager | Timeframe | Resources | Status as at May 2009  |
|-------------|--|-----------------|-----------|-----------|--|
| 3.1         | Promote and make available on request Council publications and information in alternative formats to standard print form e.g. large print.   | Communication   | Ongoing   | Existing  | Available when requested. The Colac Otway Shire Website has large text option available. |
|             | Promote the existing accessible and alternate methods of communication currently in use within COS facilities e.g. TTY, large print, Braille, hearing loops. Ensure all staff are trained on the use of alternate communication methods available within the Shire   | Communication   | Ongoing   | Existing  | TTY promoted on Business cards and in council publications. Large print available.       |
|             | Include in Council publications information relevant to access and inclusion available for residents, e.g. new Residents kit, webpage. Ensure the design of Council's web site at all times reflects best practice in terms of accessibility. At minimum the web site should achieve Level A conformity to the Web Accessibility Guidelines. | Communication   | 2004/05   | Existing  | Aged and Disability Newsletter has been changed to Newspaper style. Website. Conforms.   |
|             | Ensure that Council's Community Access & Inclusion Action Plan is available on the web site, including progress updates in the Council column on a regular basis.  | Rural Access    | Ongoing   | Existing  | Progress updates in the H&CS feature Newspaper article.                                  |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

4. Tourism

| Description | Actions   | Project Manager                  | Timeframe | Resources      | Status as at May 2009  |
|-------------|---|----------------------------------|-----------|----------------|--|
|             | <p>Actively work with Otways Tourism, Otways Business Inc. and the local operators promoting the notion that 'good access is great business' by:-</p> <ul style="list-style-type: none"> <li>■ Raising the awareness of operators about creating accessible premises through information, forums and awards for good access,</li> <li>■ Advocating for, and supporting, the tourism sector to be more accessible and promote the needs of people with disabilities throughout the municipality and providing encouragement for traders to become more inclusive, e.g. Business Excellence Awards,</li> <li>■ In conjunction with Deaf Access, audit the hearing impaired tourism facilities within the Shire and develop an action plan for implementation,</li> <li>■ Liaise with and promote existing award programs e.g. ALCOA ARP Access Awards in partnership with BDRC</li> </ul> | Tourism Development              | 2005/06   | Existing       | No Action Taken however Visitor Information Centres have information available to provide to visitors in relation to accessible accommodation. |
|             | <p>Review all aspects of the Beach Wheelchair facility based at Apollo Bay with the view to increased usage.</p>  | Tourism Development Rural Access | 2004/05   | Existing       | Located at Apollo Bay Surf Lifesaving Club. Visitor Information Centre staff have knowledge of this. Requires review.                          |
|             | <p>In conjunction with City of Greater Geelong and Geelong Otway Tourism develop web based information around accessible restaurants, accommodation and maps.</p>   | Rural Access                     | 2004/05   | External funds | Complete.  |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

5. Council programs

| Description  | Actions  | Project Manager   | Timeframe | Resources  | Status as at May 2009   |
|--|--|---|-----------|--|---|
| 5.1 Cultural Events  | Develop a set of guidelines, which will assist organisers of special events to identify access issues of parking, physical and sensory access, location of amenities, availability of seating and information. Promotion of best practice through the Events Strategy. | Arts<br>Recreation<br>Rural Access                                    | 2004/05   | Existing   | Referral to Rural Access project officer included in the Events Manual guidelines.<br>Requires review.  |
|  | Include in the Events Strategy the concept of branding accessible events as part of the permit process, ensuring all events meet the required standards.   | Local Laws  | 2004/05   | Existing   | Benchmarking activities are being undertaken re Best Practice within surrounding councils.  |
|  | In conjunction with Deaf Access advocate for captioned movies at COPACC.   | Rural Access  | 2004/05   | Existing   | Discussions held with movie operators, the technology is not available at this time.  |
| 5.2 Recreation Sport & Access  | Ensure that any new planning and development of recreation, sporting and playground facilities includes and promotes access for all.   | Recreation<br>Infrastructure<br>Planning<br>Parks & Gardens<br>Health | Ongoing   | Existing budget<br>External funding<br>Collaborative<br>partnerships | 2006/2007 Recreation Strategy 2006 – 2010 aims to develop project management guidelines for community groups. Access Principle.   |
|  | Promote the use of the Inclusive Communities Guide by sporting and community groups  | Leisure Networks<br>Recreation<br>Rural Access                        | Ongoing   | Existing   | Inclusive practices being initiated through the clubs network.<br>Clubs network meets six times per year.<br>Partnerships with mainstream sporting clubs.<br>currently involved with All Abilities Netball Project. |
| 5.3 Community Grants<br>*Community<br>*Recreation facilities<br>*COPAC | Include in the guidelines for successful grant applications a focus on encouraging and recognition of access for people of all abilities.  | Arts/Recreation<br>COPAC  | 2004/05   | Existing   | Completed / Ongoing.<br>All Grants.<br>Included Annually.   |
| 5.4 Blue Water Fitness Centre  | Develop an Access and Inclusion Action Plan for Blue Water Fitness Centre  | Recreation<br>Blue Water Fitness<br>Rural Access                      | 2004/05   | Existing   | Completed.  |
|  | Audit the access requirements.<br>Assess the community need for Hydrotherapy pool.<br>Identify the high support/special needs of the community.  | Recreation<br>Blue Water Fitness<br>Rural Access                      | 2004/05   | External   | Completed.<br>Regular meetings with Colac Area Health.  |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

| Description | Actions  | Project Manager                                  | Timeframe          | Resources | Status as at May 2009  |
|-------------|--|--|--------------------|-----------|--|
|             | Secure funds to implement results of audit and Action Plan                                     | Recreation<br>Blue Water Fitness<br>Rural Access | 2004/05            | External  | Completed.<br>BWFC Business Plan completed 2007.   |
| Apollo Bay  | Consider/review the options for aquatic development in Apollo Bay.                             | Recreation<br>Economic<br>Development<br>Health  | 2004/05<br>2005/06 | Internal  | Being considered as part of the Apollo Bay Harbour Master Plan.<br><b>08</b> Not applicable. |
|             | In conjunction with service users and community groups secure funds for the relevant facility. | Recreation<br>Economic<br>Development            | 2005/06            | External  | As above.  |

6. Community consultation

| Description | Actions  | Who  | Timeframe | Resources             | Status 08                                 |
|-------------|--|--|-----------|-----------------------|---|
|             | Support the establishment of the Colac Disability Reference Group (CDRG) as a key link in the Regional Disability Advisory Group. An essential role for CDRG will be to oversee the implementation of the Community Access & Inclusion Action Plan and to provide the opportunity for information sharing, networking and improved co-ordination of services and programs. | Rural Access<br>Community<br>Partnerships      | 2004/05   | Existing<br>DHS funds | Colac Access Reference Group established. |
|             | Publicise the Community Access & Inclusion Action Plan and its outcomes extensively throughout Council and the community. Make use of existing strategies for example Colac Herald column. To be made available in alternative formats on request.   | Health & Community<br>Services<br>Rural Access | Ongoing   | Existing              | Ongoing.                                  |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

7. Organisation capacity

| Description                                     | Actions   | Project Manager  | Timeframe                | Resources                | Status as at May 2009  |
|---|---|--|--------------------------|--------------------------|--|
| 7.1<br>Community Access & Inclusion Action Plan | Submit the action plan to the Human Rights and Equal Opportunity Commission (HREOC) for formal registration and actively promote its initiatives to the community.<br><br>Ensure implementation of the Action Plan by reporting to the Senior Management Team. The role will be to monitor, liaise and work with other staff in addressing access issues across the organisation.<br><br>Ensure staff are aware of their responsibilities under the action plan and incorporate into relevant annual performance reviews associated with designated tasks as outlined by the action plan. | Health & Community Services<br><br>Health & Community Services | 2004<br><br>2004 Ongoing | Existing<br><br>Existing | Completed.<br><br>Interplan. PES.                                    |
|   | Establish and maintain a data base of community representatives/groups with a knowledge of and commitment to the outcomes of the Action Plan, to be available on an "as needs" basis to advise Colac Otway Shire on associated projects.  | Rural Access   | Ongoing                  | Existing                 | Ongoing - CARG members meet monthly.                                 |
|   | Develop and implement an ongoing process to raise staff awareness of disability access issues including training for staff in providing appropriate services to people with disabilities, training for staff in planning programs and projects that impact on people with disabilities, and access to training and development for staff with disabilities.   | Senior Management Team<br>Rural Access                         | Ongoing                  | Existing                 | Research and Planning ongoing.                                       |
|   | Develop a process whereby all departments are aware of action any changes to legislation and changes to relevant Acts and Standards e.g. AS 1428. Effective use of websites/intranet.   | Comm.<br>Rural Access  | 2004/05<br>Ongoing       | Existing<br>External     | Community Access and Inclusion Action Plan available on the website. |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

8. Transport

| Description | Actions   | Project Manager                                    | Timeframe          | Resources   | Status as at May 2009   |
|-------------|---|--|--------------------|---|---|
|             | <p>Establish a Transport Task Force to identify and address issues related to transport within the COS. In response to the community feedback: public transport, community transport, disability specific:<br/>                     Transport training – disability/older adults<br/>                     Youth<br/>                     Centralised information<br/>                     Public transport advocacy<br/>                     Refer Terms of Reference for the Community Transport Reference and Advisory Committee.</p> | Health & Community Services<br>Community Transport | 2004/05            | Existing  | Colac Town Bus run has commenced for a trial period.<br>Transport Connections project commenced November 2007.  |
|             | Promote the use of the Community Transport Toll Free number for public and community transport information. Strategies to include Aged & Disability Newsletter, Council column, service providers.  | Community Transport                                | 2004/05<br>Ongoing | Existing  | Ongoing.<br>Also included on the COS website.<br>Toll free number no longer promoted.   |
|             | Promote within the Region, more extensive use of the existing COS community transport infrastructure e.g. Belairne Peninsula.   | Health & Community Services<br>Community Transport | 2004/05<br>Ongoing | Existing<br>Additional external funds                     | Transport connections project commenced Nov 2007.   |
|             | Initiate a series of public forums in Colac/Apollo Bay to address the transport issues currently impacting on the communities.  | Health & Community Services<br>Community Transport | 2005/06            | Existing  | As above.   |
|             | Further develop the Centralised Community Transport System, establishing improved relationships with service providers and more effective use of existing resources.  | Health & Community Services<br>Community Transport | 2004/05            | Existing funds<br>External funding and vehicle resources. | Funding received in August 2006 to undertake a review of disability transport by the Colac Disability Network.<br>Consultant could not find any areas where there could be major changes in operations. |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

Appendix C – Examples of plans from other Victorian Councils

| Title                                      | Period          | Structure of document   | Main focus | Key themes   | Key Recommendations   | Monitoring and evaluation   |
|--|-----------------|---|------------|--|---|---|
| Bass Coast Shire Access and Inclusion Plan | 2007-10 4 years | 24 pages<br>Introduction – response to DDA 1992, Principles underpinning plan.<br>Reasons for developing plan<br>Strategic context<br>Council's values<br>Legislative context – Disability Act 2006, Disability Discrimination Act 1992<br>Methodology<br>Current profile of Bass Coast | Disability | <ul style="list-style-type: none"> <li>■ Achieving best practice in inclusiveness and access for people with disabilities.</li> <li>■ Improving opportunities for access in Council activities.</li> <li>■ Ensuring disability issues are considered in planning and development.</li> <li>■ Ensuring access for people with disabilities to all Council controlled and owned facilities.</li> <li>■ Improving employment and volunteer opportunities for people with disabilities.</li> <li>■ Demonstrating inclusive employment practices.</li> <li>■ Improving access for people with disabilities to local waterways.</li> </ul> | <ul style="list-style-type: none"> <li>■ Recommendations: identify responsible officer/partners, timeframe, performance indicator and resources required.</li> <li>■ Organise leadership training for people with disabilities.</li> <li>■ Advocate for appropriate levels of early intervention services.</li> <li>■ Improve transport and mobility options.</li> <li>■ Improve communication processes for people with hearing impairment.</li> <li>■ Increase availability of accessible playground equipment.</li> <li>■ Network with agencies to make services and facilities more accessible.</li> <li>■ Work with agencies to promote employment of people with disabilities.</li> <li>■ Provide disability awareness training for staff.</li> </ul>   | <p>Community Services Manager to monitor implementation.<br/>Council departments to report on implementation through Interplan systems.<br/>Plan to be reviewed annually and recommendation altered where needed.</p> |
| Bendigo City Access and Inclusion Plan     | 2006-9 4 years  | 33 pages<br>Introduction – key policy statement and development process<br>Legislative framework<br>Review of previous plan<br>State Government policy context<br>Local Bendigo context<br>Action Plan and Implementation   | Disability | <ul style="list-style-type: none"> <li>■ Shaping the future through policy.</li> <li>■ Striving to achieve best practice.</li> <li>■ Promoting whole of community potential.</li> <li>■ Using the system to best advantage.</li> <li>■ Sharing commitment.</li> <li>■ Governing for sustainable outcomes.</li> </ul>   | <ul style="list-style-type: none"> <li>■ Recommendations: identify responsible officer/partners, timeframe and indicative cost.</li> <li>■ Undertake access audit.</li> <li>■ Hold 2 internal forums annually to promote access and inclusion.</li> <li>■ Hold 2 forums annually to promote Barrier Free Access Design.</li> <li>■ Recruit people with disabilities where skills match employment opportunities.</li> <li>■ Hold 6 community forums annually to promote whole of community response to people living with a disability.</li> <li>■ Hold 2 forums annually promoting access for disabled people to the web.</li> <li>■ Encourage people to register concerns about access and inclusion issues through Council's residents' request system.</li> <li>■ Develop a fully accessible playspace.</li> <li>■ Establish an access and inclusion working group and a community advisory group.</li> </ul> | <p>Internal working group and community advisory group to monitor implementation of plan and provide regular updates to Council; Council employees and community members.</p>   |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

| Title                                | Period                   | Structure of document   | Main focus                             | Key themes   | Key Recommendations   | Monitoring and evaluation  |
|--------------------------------------|--------------------------|---|--|--|---|--|
| Warrambool Community Access Plan     | 2007-8<br>1 year         | 26 page document<br>Introduction – population profile, DDA, Community Access Policy<br>Definitions<br>Process<br>Objectives, strategies and actions   | Disability<br>Discrimination<br>Access | Relate to Council Plan.<br>Community focused Council.<br>Natural and built environment.<br>Safe and healthy community.<br>Growing city.<br>Responsible asset management. | <ul style="list-style-type: none"> <li>■ Recommendations identify responsible officers, timeline and review period performance indicator and resources required.</li> <li>■ Utilise the south west active participation in Council's community engagement processes.</li> <li>■ Hold all community/township meetings in accessible locations.</li> <li>■ Present information on the Council Plan in accessible locations.</li> <li>■ Introduce standard font and print size for public documents.</li> <li>■ Design a disability awareness component for the Councillor Induction Program.</li> <li>■ Require developers/builders to provide access appraisal reports when submitting development application plans.</li> <li>■ Hold a forum for architects, building surveyors and building designers re disability codes, DDA etc.</li> <li>■ Ensure participants of Council's Day Care have individual care programs.</li> <li>■ Implement the Welcoming Business Program.</li> <li>■ Ensure events staged in Warrambool are inclusive of people with disabilities.</li> <li>■ Produce mobility maps.</li> <li>■ Complete an accessibility audit of Council facilities.</li> </ul> | <p>Community Access Plan committee to be formed to monitor and evaluate progress of the plan.<br/>Committee to report to Council on progress of the plan on a quarterly basis.<br/>Responsible officers to meet with committee on a regular basis.<br/>Plan to be updated on an annual basis.<br/>Priorities to be referred to the budget process.</p> |
| Cardinia Access and Inclusion Policy | 2007<br>Review date 2010 | 8 pages policy document<br>Role of Council<br>Statement of purpose<br>Key policy statement<br>Principles underpinning policy<br>Corporate framework<br>Definition of disability<br>Community profile<br>Legislative framework | Disability                             | Document sets out the background to, the legislative framework for, and the principles underpinning the policy.  | Nil   | Nil  |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

| Title                            | Period               | Structure of document  | Main focus  | Key themes   | Key Recommendations  | Monitoring and evaluation   |
|----------------------------------|----------------------|--|---|--|--|---|
| Whittesea Access and Equity Plan | 2001-2005<br>4 years | Executive Summary<br>Background<br>Legislation and Literature Review<br>Local Government Practice<br>Ethnicity and disadvantage<br>Consultation findings<br>Summary of findings<br>Strategy<br>Scope<br>Definitions<br>Principles<br>Key objectives and actions<br>Action plan | Social Inclusion<br>Disability<br>Celebrating diversity | Access and Equity.<br>Strong relationships with ethnic communities.<br>Improved access for people with disabilities.<br>Awareness of cultural diversity.<br>Needs of new migrants.<br>Council taking the lead.<br>An informed community.<br>Participation in community activities. | <ul style="list-style-type: none"> <li>■ Recommendations identify responsible officers and timeframe.</li> <li>■ Demonstrate a strong commitment to 'access and equity'.</li> <li>■ Review Council practices to ensure they encourage access and equity.</li> <li>■ Build strong and respectful relationships with its ethnic communities.</li> <li>■ Lead the effort to improve physical access for people with disabilities.</li> <li>■ Develop in staff an appreciation of the cultural diversity of the community and an understanding of the customs, values and religious beliefs of Whittesea's ethnic groups.</li> <li>■ Give special attention to the needs of new migrants and ensure that they are welcomed into community life and made aware of Council services.</li> <li>■ Develop in staff an appreciation of the levels of disability, language difficulties, social and geographic isolation in Whittesea.</li> <li>■ Demonstrate through its human resources practices that it has a genuine commitment to equal opportunity and developing a staffing profile which reflects the makeup of the community.</li> <li>■ Demonstrate a commitment to fully informing all of its community about Council services and programs and consulting with all of its community about key decisions relating to policy and service delivery.</li> <li>■ Develop mechanisms which encourage participation by all residents in community activities.</li> </ul> | <p>Councillor and Director to be assigned the responsibility of ensuring the strategy is implemented and advising Council on the status of the strategy's implementation.</p> <p>Report on Access and Equity issues to be included in the in the Council's and Mayor's annual report.</p> <p>A discussion on access and equity to be included in any report which recommends a change to or the introduction of new programs.</p> |
| Whittesea Multicultural Plan     | 2007-2011<br>5 years | 24 page document<br>Introduction<br>Policy context<br>Link to other Council Plans<br>Audit of action taken since Access and Equity Strategy 2001<br>Multicultural Plan   | Multicultural communities                               | Governance and advocacy.<br>Planning and coordination.<br>Council internal capacity building.<br>Communication.<br>Service provider support.<br>Community support.<br>Programs and services.<br>Monitoring and evaluation  | <ul style="list-style-type: none"> <li>■ Recommendations identify performance measures.</li> <li>■ Ensure that Council is informed about and responds to community multicultural issues.</li> <li>■ Advocate on behalf of multicultural groups.</li> <li>■ Promote inclusive Council policy and strategy that clearly demonstrate how Council plans for its multicultural community.</li> </ul>  | <p>No process included.</p>   |

Colac Otway Shire – Access, Equity & Inclusion Plan 2010-2013

| Title                   | Period             | Structure of document  | Main focus                        | Key themes  | Key Recommendations  | Monitoring and evaluation |
|-------------------------|--------------------|--|-----------------------------------|---|--|---------------------------|
| Dandenong Cultural Plan | 2005-10<br>6 years | Principles Purpose Themes Requirements for success<br><br>Diversity Plan Introduction Importance of cultural diversity Trends and forecasts Vision for culturally diverse community Key strategic directions Communities supported Skills enhanced Celebrating cultural diversity Linkages Review Key performance indicators | Cultural and linguistic diversity | Access and inclusion. Communities supported. Skills enhanced. Celebrating cultural diversity. | <ul style="list-style-type: none"> <li>■ Develop organisational capacity to enable cultural responsiveness across Council.</li> <li>■ Ensure that members of the community are well informed about multicultural issues.</li> <li>■ Ensure that members of the community can fully participate as appropriate in Council decision making, initiatives, events, facilities and programs.</li> <li>■ Build and sustain a positive image of Council in relation to communicating and engaging with CALD communities.</li> <li>■ Foster a sense of belonging for people to their local community and the value of cultural diversity within the community.</li> <li>■ Demonstrate leadership in multicultural affairs in the municipality by providing resources and networking opportunities to service providers working with local communities.</li> <li>■ Improve access to information about Council grants and provide opportunities for community participation.</li> <li>■ Develop programs that enable CALD communities to access Council services that encourage uptake of services.</li> </ul> <ul style="list-style-type: none"> <li>■ Recommendations identify responsible officers and timelines.</li> <li>■ Develop policies and protocols re ensuring equality of access for all residents.</li> <li>■ Consult with CALD communities.</li> <li>■ Provide information in community languages.</li> <li>■ Develop consultation guidelines to maximise CALD communities input.</li> <li>■ Conduct cultural awareness forums.</li> <li>■ Support emerging communities.</li> <li>■ Advocate for increase in number of CALD staff at Council operations.</li> <li>■ Develop profile on emerging communities.</li> <li>■ Continually increase women's only sports and leisure options.</li> </ul> |                           |

OM112505-3

**S86 COMMITTEE OF MANAGEMENT FOR THE LAVERS HILL WATERHOLE RESERVE**

|             |                                |           |                                |
|-------------|--------------------------------|-----------|--------------------------------|
| AUTHOR:     | Lisa Loughnane                 | ENDORSED: | Colin Hayman                   |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 20 Morris Track<br>Lavers Hill |

**Purpose**

The purpose of this report is to provide Council with background on the status of the Lavers Hill Waterhole Reserve and to consider the appointment of community members to a Section 86 Committee of Management for the ongoing operation and maintenance of the Reserve.

**Declaration of Interests**

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

**Background**

The Lavers Hill Waterhole Reserve (formerly known as the Lavers Hill (Swimming Pool) Recreation Reserve) land is located at 20 Morris Track, Lavers Hill (Parish of Barwongemoong) and is a Crown Land Reserve managed through the Department of Sustainability and Environment (DSE). This parcel of land (0.5ha) contains a small reservoir which has been historically used as a swimming hole and other recreational activities. More recently the water hole has been a vital source of water for fire management purposes.

At its July 2010 meeting, Council resolved to take on the management of the Lavers Hill Waterhole Reserve and appoint a Section 86 Committee of Management made up of local community members; and provide the resources for risk mitigation as budgets permit.

Correspondence was received on 4 February 2011 from DSE confirming that Colac Otway Shire has been appointed as Committee of Management over the Lavers Hill Waterhole Reserve.

A public meeting was held at the Lavers Hill Public Hall on Tuesday 19 April at 7:30pm to seek expressions of interest from local community members to form a Committee of Management for the ongoing operation and management of the Lavers Hill Waterhole Reserve. Four people attended the meeting and nominated interest in being on the proposed Section 86 Lavers Hill Waterhole Reserve Committee of Management.

**Council Plan / Other Strategies / Policy****Leadership and Governance**

Council will fulfil its leadership, statutory and legal obligations to its community and staff in a way that is: fair, ethical, inclusive, sustainable, financially responsible and meets the needs and practical aspirations of current and future generations.

**Community Health and Wellbeing**

Council will promote community health and wellbeing in partnership with other health services. Through a partnership approach, Council will provide a broad range of customer focused health, recreational, cultural and community amenities, services and facilities.

**Issues / Options**

Council undertook an advertising process for members to be appointed to a Committee of Council. The process has followed Council's Section 86 Special Committees (Management of Council owned and controlled properties) Policy.

At the community meeting, attendees identified the importance of having use of the reserve for CFA purposes including structure fires, training or cleaning up after a major incident.

**Proposal**

It is proposed that Council elect to appoint the following community persons to a Section 86 Committee of Management for a term of three years until May 2014:

- Cr Stephen Hart
- Mark Cauchi
- Ross Hicks
- Lawrence Allen

**Financial and Other Resource Implications**

It is likely that there would be some financial and resource impacts to Council as a result of appointing a Section 86 Committee of Management for the Lavers Hill Waterhole Reserve. No budget allocation has been provided in Council's Draft 2011-12 Budget and any financial allocations to the Reserve will need to be considered in future budget deliberations.

Appointment of a Section 86 Committee of Management will require Officer support and may require financial support to ensure the land is managed and maintained appropriately.

**Risk Management & Compliance Issues**

It is evident that this parcel of land is without any current formal management arrangements and therefore no formal opportunity for community to have input to its management, maintenance, use and future developments.

In May 2010, Council engaged the Global Risk Management Services to undertake a risk assessment for the Lavers Hill Waterhole Reserve. This report will provide the basis for future budget requests.

A risk related to Council taking over the ownership of the Reserve is that of the associated capital and ongoing maintenance costs of providing the Reserve to the public and other key stakeholders (CFA). The cost of maintaining the area surrounding the water hole and the access track (Morris Track) will necessitate an additional cost impost given the location and accessibility for necessary machinery, staff and equipment.

Correspondence from DSE dated 4 February 2011 advised that they would investigate the possibility of undertaking a hazardous limb/tree removal project within the Reserve. DSE has assessed the site with contractors and determined the following works:

- Tree risk – semi dry blackwood tree leaning across picnic grounds to be removed
- Dead wood removal over car park area to be cleared and removed  
(Total cost estimate \$1,200)

These works will be undertaken in the new financial year (July 2011).

**Environmental and Climate Change Considerations**

The Lavers Hill Waterhole Reserve is zoned for farming use. It is covered by the Wildfire Management Overlay (WMO) and Erosion Management Overlay (EMO) which relates to wildfire hazard and soil erosion and landslip hazard respectively. The Reserve may not

necessarily be subject to these types of risks however both of these overlays would require a planning permit application to be made to enable an assessment of any development proposal to be undertaken against the purposes of the overlays. None are currently proposed.

The Reserve is also covered by the Environmental Significance Overlay 3 – Declared Water Supply Catchments (ESO3). The ESO3 may require a planning permit for development whereby impacts on water quality can be made.

With regards to biodiversity values, the 2009 updated mapping does not affect the Reserve. Accordingly, there are no significant environmental constraints on the establishment of any Committee of Management. However consideration needs to be given to the ongoing costs and resource requirements for general vegetation maintenance.

### **Community Engagement**

The community engagement strategy will follow the recommendations of the Colac Otway Shire Council Community Engagement Policy of January 2010, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected was inform and consult and included directly engaging with the Lavers Hill community to register interest in appointing a S86 Committee of Management. Advertisements were placed in the local media seeking nominations to the committee. A public meeting was held with four community members attending and all expressing interest in being on the Committee of Management.

### **Implementation**

A letter will be forwarded to members of the Committee of Management advising them of the appointments to the committee.

Council officers will assist the Committee in conducting its initial meeting and briefing members of the role and requirements as a Special Committee of Council.

### **Conclusion**

The decision to appoint the Section 86 Committee of Management for the Lavers Hill Waterhole Reserve as a Special Committee of Council is in keeping with Council's policy of working with its community in the management of halls, reserves and other facilities throughout the Shire.

Officers are aware that there will be associated risks and resource implications with the appointment of a Section 86 Committee of Management for the Lavers Hill Waterhole Reserve.

A Section 86 Committee of locally appointed representatives will provide the local community with the opportunity to be involved in the management of the area, with support from Council and DSE. It also gives Council a direct role in ensuring that its risk management issues are met.

**Attachments**

1. Instrument of Delegation - Lavers Hill Waterhole Reserve

**Recommendation(s)*****That Council:***

1. ***Pursuant to Section 86 of the Local Government Act 1989, resolve to appoint the following nominated members to the Lavers Hill Waterhole Reserve Committee of Management until 31 May 2014:***  
  
***Cr Stephen Hart, Mark Cauchi, Ross Hicks and Laurie Allen***
2. ***In accordance with Section 81 sub-section(2) sub-section(a) of the Local Government Act 1989, resolve to exempt members of the Committee from being required to submit a primary or ordinary conflict of interest return in accordance with this section.***
3. ***Agrees to sign and seal the Instrument of Delegation for the Lavers Hill Waterhole Reserve Committee of Management.***
4. ***Advises the Committee that a copy of minutes of meetings held be forwarded to Council for its record after each meeting and that a Treasurer's Report be provided following the Annual General Meeting of the Committee.***

~~~~~\ ~~~~~



**INSTRUMENT OF DELEGATION  
SPECIAL COMMITTEE**

**Lavers Hill Waterhole Reserve  
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 25 May 2011 and known as the **Lavers Hill Waterhole Management Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 25 May 2011;
2. **The Delegation:**
  - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - b) remains in force until Council revokes to vary or revoke it;
  - c) is subject to any conditions and limitations set out in the Schedule; and
  - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the )  
COLAC-OTWAY SHIRE COUNCIL )  
was hereunto affixed in accordance )  
with its Local Law No. 4 )

..... Chief Executive Officer

## **SCHEDULE SPECIAL COMMITTEE**

### **Lavers Hill Waterhole Reserve Management Committee**

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Lavers Hill Waterhole Reserve. That Committee shall be known as the Lavers Hill Waterhole Reserve Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Lavers Hill Waterhole Reserve on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
  - a) oversee the day to day operation of the facility;
  - b) approve expenditure within the Budget set by the Committee;
  - c) set hiring fees or charges for use of the facility;
  - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
  - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
  - f) promote use of the facility and support its development as a community asset.
2. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
3. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
4. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
5. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
6. Council shall provide assistance to the Committee of:
  - a) Administration and technical advice where appropriate; and
  - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.

**OM112505-4****COMMUNITY REFERENCE GROUP MEMBERSHIP POLICY**

|             |                                |           |           |
|-------------|--------------------------------|-----------|-----------|
| AUTHOR:     | Colin Hayman                   | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | GEN01688  |

**Purpose**

The purpose of this report is to present for Council's consideration the Community Reference Group Membership Policy prior to seeking community input into the policy.

**Declaration of Interests**

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

**Background**

Over the past few months there have been three Community Reference Groups that have been established by Council.

23 February 2011 Council Meeting:

- Colac Central Business District and City Entrances Project Community Reference Group;
- Birregurra Structure Plan and Neighbourhood Character Study Community Reference Group.

30 March 2011 Council Meeting:

- Colac Road Hierarchy and Heavy Vehicle Truck Route for Colac Township Community Reference Group.

As part of the discussions on these community reference groups it was agreed that a policy be developed on "Community Reference Group Membership".

**Council Plan / Other Strategies / Policy****Leadership and Governance**

Council will fulfil its leadership, statutory and legal obligations to its community and staff in a way that is: fair, ethical, inclusive, sustainable, financially responsible and meets the needs and practical aspirations of current and future generations.

Our Vision

*"Council will work together with our community to create a sustainable vibrant future".*

**Issues / Options****Policy**

The policy sets out:

- (a) Membership
- (b) Appointment of Community Members
- (c) Member's Responsibilities
- (d) Term of Reference Group
- (e) Quorum
- (f) Frequency of Meetings
- (g) Place of Meetings
- (h) Evaluation

### Expression of Interest

The policy also includes a template that can be adopted for specific projects when seeking to appoint community members.

### **Proposal**

It is proposed that Council endorse the draft Community Reference Group Membership Policy for community consultation

### **Financial and Other Resource Implications**

There will be no additional costs with the adoption of the policy.

### **Risk Management & Compliance Issues**

It is important that privacy issues are considered in selecting Community Reference Group members and prior to making public the successful community members on a Reference Group.

### **Environmental and Climate Change Considerations**

Not applicable

### **Community Engagement**

The community engagement strategy will follow the recommendations of the Colac Otway Shire Council Community Engagement Policy of January 2010, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected would be to inform and consult the community on the draft policy.

The draft policy has been considered by the Executives of Council and forwarded to the Councillors for comment.

### **Implementation**

Once the policy has been adopted it will be used for the appointment of future Community Reference Group members.

### **Conclusion**

The Community Reference Group Membership policy will put in place a process for the appointment of members.

Community Reference Groups are a vital part of Council's efforts to engage the public in the process of having input.

### **Attachments**

1. Draft Community Reference Group Membership Policy

### **Recommendation(s)**

***That Council endorses the draft Community Reference Group Membership Policy for community consultation to commence early June 2011 for a period of six weeks.***

~~~~~\ ~~~~~



# **COMMUNITY REFERENCE GROUP MEMBERSHIP POLICY**

---

**Policy No: 18.11**

**Date Adopted:**

**File No: GEN01688**

**Revised:**

---

## 1. INTRODUCTION

For certain projects, Community Reference Groups are required to be established to advise Council on the particular project.

A Community Reference Group is a vital part of Council's efforts to engage the public in the process of having input.

## 2. RELATIONSHIP WITH COUNCIL PLAN

The formation of Community Reference Groups is consistent with Council's vision and mission.

Council's Vision is:

*Council will work together with our community to create a sustainable, vibrant future.*

Council's Mission is:

*Council will work in partnership with our community and other organisations to provide:*

- *Effective leadership, governance and financial accountability;*
- *Affordable and effective services;*
- *An advocacy and engagement approach to sustainability grow our community.*

## 3. POLICY

### (a) Membership

The membership of the Community Reference Group will be made up of:

#### **Category One**

Three (3) members of the Colac Otway Shire Council including but not limited to:

1. A Councillor (appointed by Council) (this membership will automatically take on the Chairperson role);
2. The Mayor or an alternate Councillor if there is a Conflict of Interest or lack of availability; and
3. The General Manager responsible for the project or their nominee.

A Council officer will be nominated to act as secretariat (preparation of agendas and minute taking) for the Group, but will not be a Group member.

From time to time Council officers with specialist skills and knowledge will be invited to attend the Group's meeting to provide specific advice or information.

## **Category Two**

Up to ten (10) members of the general community with appropriate skills and/or interest, obtained by way of a written Expression of Interest.

### **(b) Appointment of Community Members**

Community members will be selected by Council based on nominations from interested members of the Colac Otway Shire community following advertisements seeking Expressions of Interest.

Following receipt of Expressions of Interest, the Council representatives on the Group will be involved in the selection of the appropriate community representatives for recommendation to Council.

In determining representation, the Council representatives will have regard to broad community representation relevant to the issues involved.

Councillors will be briefed on the selection of representatives in a confidential briefing prior to the preparation of a report.

A report to formalise the Community Reference Group members to be presented to Council following the selection process.

### **(c) Members Responsibilities**

The Group does not have the power to direct any Council officer to undertake any work.

Council may at its discretion, revoke the membership of any member or the entire Reference Group at any time.

### **(d) Term of Reference Group**

The term of the Reference Group will be determined by the length of the particular project.

### **(e) Quorum**

Quorum will be half the Group members plus one.

### **(f) Frequency of Meetings**

The frequency of meetings will be determined by the Council representatives.

### **(g) Place of Meetings**

The meetings will be held at COPACC or other locations as determined by the Council representatives.

**(h) Evaluation**

In order to monitor and evaluate the effectiveness of the Reference Group there will be an evaluation process undertaken by the members at the conclusion of the particular project.

**4. EXPRESSION OF INTEREST**

A standard Expression of Interest form is attached which is to be adapted to the particular project.



..... COMMUNITY REFERENCE GROUP

**EXPRESSION OF INTEREST  
AS A COMMUNITY MEMBER**

1. **Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

**Facsimile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Professional  
Qualifications:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_

**Previous Positions:** \_\_\_\_\_

2. **Current or previous experience in .....**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Please outline any specialist skills that you can offer the .....  
Project.

---

---

---

---

---

---

4. Organisations/local networks of which you are a member and positions held:

---

---

---

5. Other relevant information (please also attach any supporting information  
you may wish to submit).

---

---

---

---

Enquiries should be directed to..... on (03) 5232 9400 or  
email.....

Expressions of Interest should be placed in a sealed envelope and marked 'Confidential  
– Colac Otway Shire ..... Community Reference Group and posted to:

.....

.....

Colac Otway Shire Council  
PO Box 283  
COLAC VIC 3250

or deliver to the Colac Otway Shire Office no later than .....

**DECLARATION:**

*The Colac Otway Shire Council collects personal information to provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.*

I, ..... (full name) agree to comply with all relevant Colac Otway Shire policies, procedures and guidelines that are adopted by Council, if appointed to the ..... Reference Group.

Signed..... Date .....

**Selection Criteria**

The following criteria will be used when selecting a group member for the Colac Otway Shire ..... Reference Group.

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

**OM112505-5 FENCING FOR EVENTS**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Vicki Jeffrey                  | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | GEN01688     |

**Purpose**

The purpose of this report is for Council to adopt the *"Fencing for Events Policy"* which provides objective criteria to determine appropriate use when a fence can be erected for an event. This follows a recommendation from the August 2009 Council meeting requesting that a *"Fencing for Events Policy"* be formulated.

**Declaration of Interests**

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

**Background**

Discussion has been held regarding the approval of the fencing of Memorial Square (for a three year period) for the Custom Car and Bike Show. The event organizers were required to gain permission from council on an annual basis to erect the fence. It was resolved that a *"Fencing for Events Policy"* be formulated so that in future, requests for the fencing of events could be assessed against objective criteria, rather than being decided on an ad hoc basis.

**Council Plan / Other Strategies / Policy Leadership and Governance**

Council will fulfil its leadership, statutory and legal obligations to its community and staff in a way that is: fair, ethical, inclusive, sustainable, financially responsible and meets the needs and practical aspirations of current and future generations.

This report directly relates to Council's Corporate Plan objective of providing strategic direction to ensure sustainable economic development and quality lifestyle for our residents and visitors.

**Issues / Options**

There are four options for Council consideration:

1. Oppose the adoption of the recommendations made in the *"Fencing for Events Policy"*.
2. Adopt the recommendations made in the *"Fencing for Events Policy"*.
3. Request further review of the *"Fencing for Events Policy"*.
4. Take no action.

**Proposal**

It is proposed that Council adopts the *"Fencing for Events Policy"*.

**Financial and Other Resource Implications**

There are no financial implications for the Colac Otway Shire.

**Risk Management & Compliance Issues**

All events requiring temporary fencing need to undertake Council's Event Approval process which specifically addresses risk management and compliance issues relevant to the event.

**Environmental and Climate Change Considerations**

There are no environmental considerations for the Colac Otway Shire.

**Community Engagement**

The community engagement strategy will follow the recommendations of the Colac Otway Shire Council Community Engagement Policy of January 2010, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected would be to inform. Discussion has been held regarding the approval of fencing of Memorial Square (for a three year period) for the Custom Car and Bike Show. The event organizers were required to gain permission from council on an annual basis to erect the fence. It was resolved that an "*Fencing for Events Policy*" be formulated so that in future, requests for the fencing of events can be assessed against objective criteria, rather than being decided on an ad hoc basis. Due to the increased number of events, some events may consider to construct a temporary fence for their event.

**Implementation**

It is proposed that the draft Policy be put out for community consultation for a period of six weeks.

**Conclusion**

It is expected that any event that requires a temporary fence perimeter, will do so as per the "*Fencing for Events Policy*" and complete the appropriate application. Council recognises the importance of safety at public events and considers that this Policy will enable event organisers to erect fencing appropriately and further increase safety at events.

**Attachments**

1. Fencing For Events Policy

**Recommendation(s)**

***That Council endorses the draft "Fencing for Events Policy" for community consultation to commence early June 2011 for a period of six weeks.***

~~~~~\) ~~~~~



# FENCING FOR EVENTS POLICY

---

**Policy No:**

**Date Adopted:**

**File No: GEN01688**

**Revised:**

---

**1. PURPOSE**

The purpose of this policy is to determine and clarify the requirements for the frequency, location and timing of erection of fencing. The presence of a fence can also contribute to improved safety aspects at the event for both entrants and spectators.

**2. INTRODUCTION**

Over the 2010-2011 financial year there were 35 events conducted across the municipality requiring involvement of the Colac Otway Shire. Due to the increased number of events, some events may consider the need to construct a temporary fence for their event.

**3. RELATIONSHIP TO COUNCIL PLAN**

This report directly relates to Council's Corporate Plan objective of providing strategic direction to ensure sustainable economic development and quality lifestyle for our residents and visitors.

**4. OBJECTIVES / PURPOSE**

To develop a policy with objective criteria for assessment to formalise the requirements for temporary fencing at events. The majority of events in the Colac Otway Shire are mostly conducted in a building, sporting arena or local park. Some events may in the future develop plans that could require a fenced area for admission purposes.

**5. DEFINITIONS (where required)****Event**

Any planned activity where any structure (permanent or temporary), open area, roadway, (fenced or unfenced) will contain a number of persons greater than that normally surrounding the area prior to, during or after the event.

**Event Organiser**

A commercial entity, community group or individual who undertakes the planning and/or implementation of an organised event.

**Public Open Space**

A **public space** is a social space such as a town square or park that is open and accessible to all, regardless of gender, race, ethnicity, age or socio-economic level.

**6. POLICY**

Requests for the erection of temporary fencing would be based on the following criteria:

**Mandatory**

Events held on land that is owned or managed by the Colac Otway Shire.

- Temporary fencing to be erected for one day (not exceeding a 24 hour period).
- Temporary fencing must be installed by a professional fencing company ensuring quality material and adequate insurance therefore mitigating risk.
- Temporary fencing should give consideration to public toilet access.
- Temporary fencing should give consideration to public playground access.
- A Risk Assessment specific to the erection of the temporary fencing to be provided by the qualified installer.

**Other reasons for temporary fencing may include:**

- Events that require donations or fee obtained as a result of erecting the temporary fencing.

- Events with temporary fencing that contribute to the positive control of patron behaviour i.e. alcohol related issues, improves security.

**7. IMPLEMENTATION AND REVIEW**

A temporary fence around a designated area would occur after consultation between the Event Organisers and a qualified temporary fencing contractor or volunteer. Plans and details would be submitted to the Colac Otway Shire in the Event Application process for approval by the E Team. The “Application to Erect a Temporary Fence for an Event”, is attached..

**8. RELATED LEGISLATION (where appropriate)**

Not applicable

**9. RELATED POLICIES / PROCEDURES / GUIDELINES (where appropriate)**

Event Application – Point 4

# APPENDIX 1

## Application to Erect a Temporary Fence for an Event.

|                                         |              |               |
|-----------------------------------------|--------------|---------------|
| <b>Name of Contractor</b>               |              |               |
| <b>Organisation or Event</b>            |              |               |
| <b>Address</b>                          |              |               |
| <b>Phone</b>                            |              |               |
| <b>Email</b>                            |              |               |
| <b>Requested dates and times of use</b> | <b>Day/s</b> | <b>Time/s</b> |
|                                         |              |               |
| <b>Reason for fencing</b>               |              |               |

The applicant must provide evidence of relevant insurances, and risk management assessments including:

- Copies of required insurances showing certificate of currency including a minimum \$10,000,000 public liability insurance;
- A Risk Management report including Occupational Health and Safety requirements and site specific potential hazard assessment;

# TERMS & CONDITIONS

- (1) All required documentation must be provided in full at least three months prior to the event to approve suitable arrangements.
- (2) The applicant must adhere to the times and location on the application.
- (3) The applicant must upon removal of the fencing, must make good the site of any holes in the ground, marks on footpaths etc.
- (4) The applicant shall at all times during the allocated period of use insure and keep insured with an insurance company approved by the Council against public risk for an amount of not less than \$10 million.
- (5) Events may need to be re-scheduled or cancelled in the event of unforeseen weather conditions.

## UNDERTAKING

I \_\_\_\_\_ of \_\_\_\_\_

hereby make application erecting a fence at the site stated above, for the dates and times specified and acknowledge having received and read the Terms and Conditions undertake to be bound by and comply with the Terms and Conditions.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**CONSENT CALENDAR****OFFICERS' REPORT**

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | D | W |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <p><b><u>INFRASTRUCTURE AND SERVICES</u></b></p> <p><b><u>OM112505-6 ROAD MANAGEMENT COMPLIANCE REPORT</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council receives and endorses the Road Management Compliance Report for the third quarter (January to March 2011).</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |   |
| <p><b><u>OM112505-7 PARKING PETITION - RAE STREET, COLAC</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Determines that the petition regarding parking restrictions along Rae Street, Colac, be considered as urgent business.</i></b></li> <li><b><i>2. Advises the coordinator of the petition that their petition and request has been received by Council and will be further investigated.</i></b></li> <li><b><i>3. Undertakes consultation by way of a survey to property owners abutting Rae Street, between Corangamite Street and Gellibrand Street to seek their feedback and comments on any proposed parking restriction changes.</i></b></li> <li><b><i>4. Advertises Council's intention to review the current parking arrangements and seek public comment.</i></b></li> </ol> |   |   |



**OM112505-6****ROAD MANAGEMENT COMPLIANCE REPORT**

|             |                           |           |                         |
|-------------|---------------------------|-----------|-------------------------|
| AUTHOR:     | Adam Lehmann              | ENDORSED: | Neil Allen              |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | GEN01710 - RMP Act/Plan |

**Purpose**

The purpose of this report is to present to Council the Road Management Compliance Report which measures the performance of the road and footpath inspection and maintenance functions against the standards prescribed by the Road Management Plan.

**Declaration of Interests**

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

**Background**

The attached reports detail the performance of Council's road and footpath management systems and processes for the following period(s):

- January to March 2011.

**Council Plan / Other Strategies / Policy**

Council will provide and maintain Council infrastructure and assets that meet community needs now and in the future.

Council is committed to achieving this strategy through the implementation and management of Colac Otway Shire Council's Road Management Plan.

**Issues / Options**

The attached compliance reports measure compliance levels and also detail some key issues relating to the ongoing management of Council's road and footpath assets.

*Roads*

Approximately 773 kms of Council's municipal public roads were inspected for this reporting period. Roads inspected included Rural Link, Rural Collector, roads within coastal townships (e.g. Apollo Bay, Marengo, etc), urban collector roads, and other rural roads located around Carlisle River and Warrion.

A total of 222 defects were identified for this quarter. The majority of these related to roadside furniture, missing/damaged signs, and hazardous roadside vegetation.

Of the 222 maintenance issues identified, 200 have either been repaired or responded to as appropriate. Of the 22 outstanding items, 11 are still within the nominated time frames for repair. The remaining items have yet to be reported as being resolved and a list for action has been forwarded to Cosworks for follow up.

Ninety one per cent (91%) of all maintenance items which have been addressed have been completed on time. This compares with Council's performance target of 85%. A satisfactory level of compliance has been achieved.

| <b>Performance Measure (Roads)</b>                                                          | <b>Target</b> | <b>Result for Period<br/>Jan - March 2011</b> |
|---------------------------------------------------------------------------------------------|---------------|-----------------------------------------------|
| Routine inspections completed as per Schedule                                               | 100%          | 100%                                          |
| Response times for remedial works as assessed in Council's Maintenance Performance Criteria | 85%           | 91%                                           |

### *Footpaths*

Just over 52 kms of Council's footpath network were inspected for this period. Areas of footpath included in this quarter's inspections focussed on CBD areas located in Colac and the south west quadrant of Colac and Elliminyt. A large percentage of the maintenance issues identified related to overhanging vegetation.

96% of the defects that have been responded to were completed within the timeframes prescribed by Council's Road Management Plan. This compares favourably with Council's target of 85%.

Of the 48 defects identified for the reporting period all have been responded to. The results for this quarter mark a good result specific to service delivery objectives for footpath management.

| <b>Performance Measure (Footpaths)</b>                                                      | <b>Target</b> | <b>Result for Period<br/>Jan - March 2011</b> |
|---------------------------------------------------------------------------------------------|---------------|-----------------------------------------------|
| Routine inspections completed as per Schedule                                               | 100%          | 100%                                          |
| Response times for remedial works as assessed in Council's Maintenance Performance Criteria | 85%           | 96%                                           |

### **Proposal**

It is intended that Council receive this report for information.

### **Financial and Other Resource Implications**

No financial implications are applicable at present. The service levels within the Road Management Plan have been aligned to match existing maintenance funding allocations. Emerging deterioration trends will need to be continually monitored to determine likely impacts on both future maintenance and capital budgets.

As part of the ongoing monitoring of the performance against the Road Management Plan, Council must be mindful of any funding gaps between what is necessary to retain its road network at the required level of service and what is actually being funded. The standards prescribed by the Road Management Plan provide for a basic level of service in order to meet Council's statutory obligations. In some instances this level of service does not match the community's expectations. Council in the future needs to examine the affordability of these expectations matched against the wide number of other budgetary pressures that it faces.

### **Risk Management & Compliance Issues**

Council's objective of road management is to ensure that a safe and efficient road network is provided primarily for use by members of the public and is available for other appropriate uses.

Council's insurer has advised that regular monitoring reports be provided in relation to the level of compliance achieved with the Road Management Plan.

### **Environmental and Climate Change Considerations**

No environmental considerations are applicable at this time.

### **Community Engagement**

The community engagement strategy will follow the recommendations of the Colac Otway Shire Council Community Engagement Policy of January 2010, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected is to inform the community through presentation of this report.

The Road Management Plan compliance reports are also presented to Council's Audit Committee as required.

### **Implementation**

The attached reports are presented to Council for information.

### **Conclusion**

Council has achieved a satisfactory level of compliance for this quarter (Jan to March 2011) in the delivery of both road and footpath inspection and maintenance services. The continued efforts of Cosworks outdoor staff and Council's Asset Inspection Officer in maintaining this level of performance are acknowledged.

### **Attachments**

1. RMP Compliance Report (Roads)
2. RMP Compliance Report (Footpaths)

### **Recommendation(s)**

***That Council receives and endorses the Road Management Compliance Report for the third quarter (January to March 2011).***

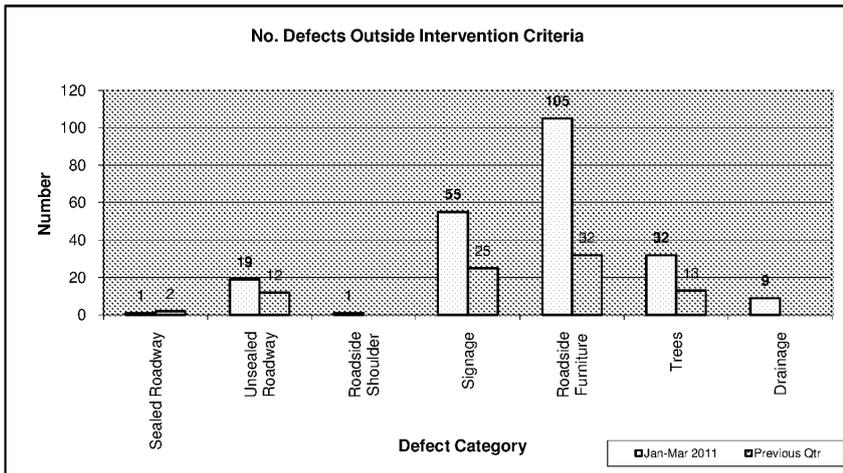
~~~~~\)



**INFRASTRUCTURE DEPARTMENT**  
 Mission: To effectively manage infrastructure and provide Best Value community services.

| <b>Road Management Plan Compliance Report</b> |                              |
|---|------------------------------|
| <b>Asset Category:</b>                        | Roads                        |
| <b>Reporting for the Period:</b>              | 3rd Quarter (Jan - Mar 2011) |
| <b>Inspections Completed By:</b>              | Kevin O’Gorman               |
| <b>Report Prepared By:</b>                    | Adam Lehmann                 |

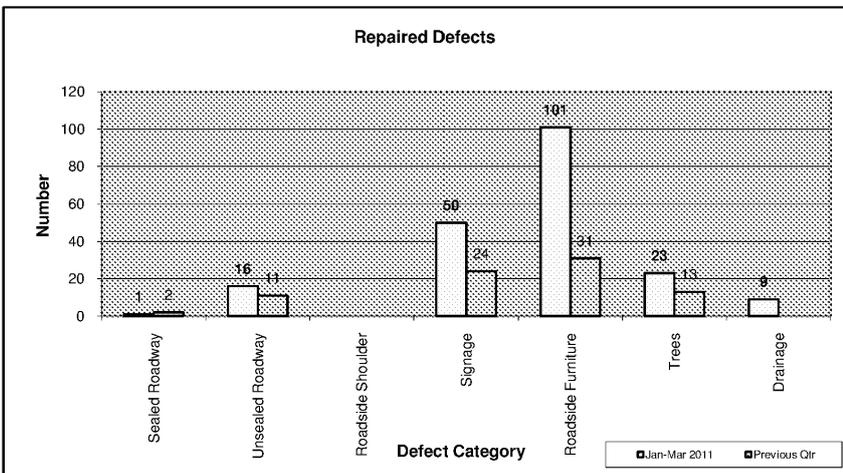
**No. of Defects Identified - Outside Intervention**



**Comments**

Approximately 773-km of Council's municipal public roads were inspected for this reporting period. Roads inspected included Rural Link, Rural Collector, roads within coastal townships (e.g. Apollo Bay, Marengo, etc), urban collector roads, and other rural roads located around Carlisle River and Warrion.

**No. of Defects Repaired - Outside Intervention**



**Comments**

Given the length of network and nature of the areas inspected a total of 222 defects were identified for this quarter. The majority of these related to roadside furniture, missing/damaged signs, and hazardous roadside vegetation.

**INFRASTRUCTURE DEPARTMENT**

Mission: To effectively manage infrastructure and provide Best Value community services.

**Inspection Performance Summary**

Proportion of routine inspections completed for Period to meet prescribed frequencies

| Hierarchy |            | Name            | Score |
|-----------|------------|-----------------|-------|
| Network   | Identifier |                 |       |
| Rural     | RL         | Rural Link      | 100%  |
|           | RC         | Rural Collector | 100%  |
|           | RA         | Rural Access    | 100%  |
| Urban     | UL         | Urban Link      | N/A   |
|           | UC         | Urban Collector | 100%  |
|           | UA         | Urban Access    | 100%  |

**Comments**

All proactive maintenance inspections have been completed as scheduled.

**Maintenance Performance Summary**

Proportion of reported defects that have been actioned

| Defect Category    | Score |
|--------------------|-------|
| Sealed Roadway     | 100%  |
| Unsealed Roadway   | 84%   |
| Roadside Shoulder  |       |
| Signage            | 91%   |
| Roadside Furniture | 96%   |
| Trees              | 72%   |
| Drainage           | 100%  |

Proportion of defects actioned within prescribed response times

| Defect Category    | Score |
|--------------------|-------|
| Drainage           | 67%   |
| Roadside Furniture | 100%  |
| Sealed Roadway     | 100%  |
| Signage            | 80%   |
| Trees              | 100%  |
| Unsealed Roadway   | 69%   |
| Roadside Shoulder  |       |

**Comments**

Of the 222 maintenance issues identified, 200 have either been repaired or responded to as appropriate. Of the 22 outstanding items, 11 are still within the nominated time frames for repair. The remaining items have yet to be reported as being resolved and a list for action has been forwarded to Cosworks for follow up.

**Overall Comments**

Ninety on per cent (91%) of all maintenance items which have been addressed have been completed on time. This compares with Council's performance target of 85%. A satisfactory level of compliance has been achieved, however there remain some outstanding defects which are being followed up by Council officers.

**INFRASTRUCTURE DEPARTMENT**

Mission: To effectively manage infrastructure and provide Best Value community services.

**Asset Inspection Regime - Roads (Current)**

| Asset Class   | Hierarchy       | Inspection Type, Frequency & Responsibility |                     |           |                              |
|---|-----------------|---|---------------------|-----------|------------------------------|
|   |                 | Frequency                                   | Relevant Department | Frequency | 3rd Quarter (Jan - Mar 2011) |
| <b>Urban Road Network</b><br>* Includes sealed and unsealed roads | Urban Link      | Not Applicable                              | Cosworks            | 3 years   | Infrastructure & Services    |
|   | Urban Collector | 4 months                                    | Cosworks            | 3 years   | Infrastructure & Services    |
|   | Urban Access    | 6 months                                    | Cosworks            | 3 years   | Infrastructure & Services    |
|   | Urban Minor     | 2 years                                     | Cosworks            | 3 years   | Infrastructure & Services    |
| <b>Rural Road Network</b><br>* Includes sealed and unsealed roads | Rural Link      | 3 months                                    | Cosworks            | 3 years   | Infrastructure & Services    |
|   | Rural Collector | 4 months                                    | Cosworks            | 3 years   | Infrastructure & Services    |
|   | Rural Access    | 12 months                                   | Cosworks            | 3 years   | Infrastructure & Services    |
|   | Rural Minor     | 3 years                                     | Cosworks            | 3 years   | Infrastructure & Services    |

**Inspection Definitions**

**Routine Inspections**

Inspections undertaken in accordance with the formal inspection schedule to determine if road asset complies with the levels of service as specified by the Maintenance Performance Criteria.

Identified defects are rated against the standards adopted for routine maintenance works on the asset. These performance standards indicate the magnitude of the undesirable condition for each defect requiring remedial action.

A record of each street/road is completed detailing the name of the inspector, the inspection date, time, road name/asset description and report of any defects found that are at the 'tolerable' defects level as defined by Council's Maintenance Performance Criteria.

In addition, a notation is recorded of any road/asset inspected where no defect was apparent under the specific rigour of the inspection.

**Condition Inspections**

Condition inspections are undertaken specifically to identify deficiencies in the structural integrity of the various components of the road infrastructure that if untreated, are likely to adversely affect network values. The deficiencies may well impact on short-term serviceability as well as the ability of the component to continue to perform at the level of service for the duration of its intended useful life.

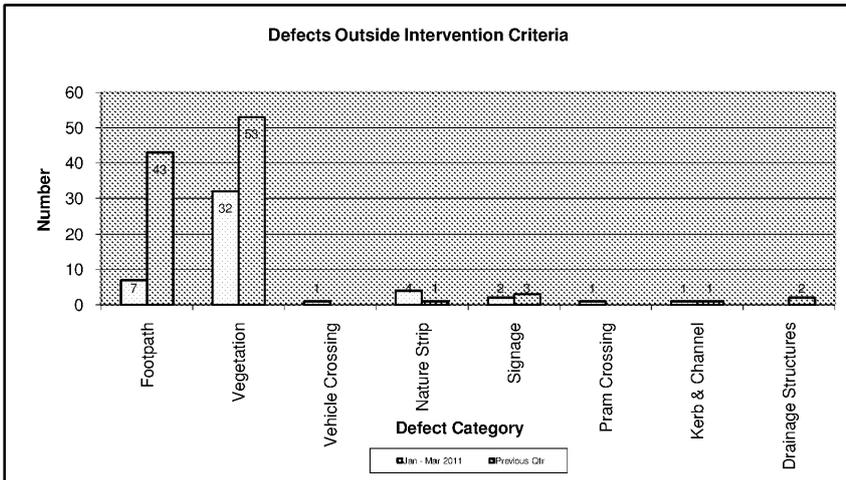
The condition inspection process must also meet the requirements for accounting regulations and asset management.

Regular or periodic assessment, measurement and interpretation of the resulting condition data is required so as to determine the need for any preventive or remedial action and is used in the development of relevant programs of rehabilitation or renewal works.

**INFRASTRUCTURE DEPARTMENT**  
 Mission: To effectively manage infrastructure and provide Best Value community services.

| <b>Road Management Plan Compliance Report</b> |                                |
|---|--------------------------------|
| <b>Asset Category:</b>                        | Footpaths                      |
| <b>Reporting for the Period:</b>              | 3rd Quarter (Jan - March 2011) |
| <b>Inspections Completed By:</b>              | Kevin O'Gorman                 |
| <b>Report Prepared By:</b>                    | Adam Lehmann                   |

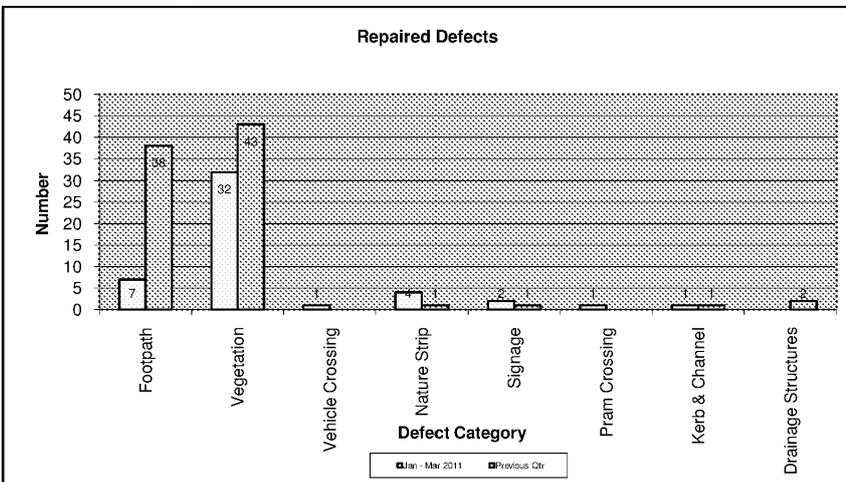
**No. of Defects Identified - Outside Intervention**



**Comments**

Just over 52km of Council's footpath network was inspected for this period. Areas of footpath included in this quarter's inspections focussed on CBD areas located in Colac and the south west quadrant of Colac and Elliminyt. A large percentage of the maintenance issues identified related to overhanging vegetation.

**No. of Defects Repaired - Outside Intervention**



**Comments**

All of the 48 maintenance issues identified through inspection have been responded to.

**INFRASTRUCTURE DEPARTMENT**

Mission: To effectively manage infrastructure and provide Best Value community services.

**Inspection Performance Summary**

Proportion of routine inspections completed for Period to meet prescribed frequencies

| Hierarchy Identifier | Name               | Score |
|----------------------|--------------------|-------|
| HR                   | High Risk Area     | 100%  |
| SR                   | Standard Risk Area | 100%  |
| LR                   | Low Risk Area      | N/A   |

**Comments**

All inspections programmed for this quarter have been completed on schedule.

**Maintenance Performance Summary**

Proportion of reported defects that have been actioned/repaired

| Defect Category     | Score |
|---------------------|-------|
| Footpath            | 100%  |
| Vegetation          | 100%  |
| Vehicle Crossing    | 100%  |
| Nature Strip        | 100%  |
| Signage             | 100%  |
| Pram Crossing       | 100%  |
| Kerb & Channel      | 100%  |
| Drainage Structures |       |

Proportion of defects actioned within prescribed response times

| Defect Category     | Score |
|---------------------|-------|
| Footpath            | 100%  |
| Vegetation          | 100%  |
| Vehicle Crossing    | 100%  |
| Nature Strip        | 67%   |
| Signage             | 50%   |
| Pram Crossing       | 100%  |
| Kerb & Channel      | 100%  |
| Drainage Structures |       |

**Comments**

96% of the defects that have been responded to were completed within the timeframes prescribed by Council's Road Management Plan. This compares favourably with Council's target of 85%.

**Overall Comments**

Of the 48 defects identified for the reporting period all have been responded to. The results for this quarter mark a good result specific to service delivery objectives for footpath management.



**OM112505-7          PARKING PETITION - RAE STREET, COLAC**

|             |                           |           |                                       |
|-------------|---------------------------|-----------|---------------------------------------|
| AUTHOR:     | Paula Gardiner            | ENDORSED: | Neil Allen                            |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | GEN00154 TRAFFIC MANAGEMENT - PARKING |

**Purpose**

Council has received a petition regarding parking restrictions along Rae Street, Colac, in the vicinity of the business Sharp Styles. The purpose of this report is to respond to the petition received from the business manager of Sharp Styles, who has requested the change to the current parking situation be changed from all day parking to timed parking restrictions.

**Declaration of Interests**

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

**Background**

On 28 April 2011, Council received a petition requesting that the car parking times in front of Sharp Styles, 19 Rae Street, Colac, be changed from the current all day parking to 3 hour timed parking.

The business premise is one of three (3) businesses that have entry points fronting Rae Street, between Corangamite Street and Gellibrand Street, with the other two (2) including the Shire Office and an orthodontist. It is noted the orthodontist has primary customer access located off Gellibrand Street.

There are varying parking restrictions in place along Rae Street between Corangamite Street and Gellibrand Street, ranging from all day parking, restricted 1 hour timed parking and restricted 3 hour timed parking.

Occupancy of the on street parking is generally high, which is largely due to the high number of all day parking spaces, which are mainly used by employees to the nearby CBD and retail businesses. Other factors that influence the availability of parking in the area can be attributed to whether functions and events are being held at COPACC.

**Council Plan / Other Strategies / Policy  
Physical Infrastructure and Assets**

Council will provide and maintain Council infrastructure and assets that meet community needs now and in the future.

**Issues / Options**

There are two main options available for consideration, which are leave the parking restriction type unchanged, or change the parking restriction type in Rae Street.

In considering the main options available the following issues need to be considered;

- What are the general user needs of the premises located within Rae Street, between Corangamite Street and Gellibrand Street;
- Will alteration to parking restrictions result in shifting parking issues to nearby streets. Generally this consideration relates to when all day parking is changed to timed parking, as the effect is all day parking needs are met by parking in other

- streets with no parking restrictions. It can cause flow on impacts that need to be considered; and
- Is the proposed parking alteration generally supported by property owners in the vicinity.

Further investigation and consultation is required to determine and consider the main issues outlined above, and enable property owners abutting Rae Street, between Corangamite Street and Gellibrand Street, the opportunity to provide their comments and feedback to any parking changes.

After a review of the main points raised above, a determination can be made as to whether the parking restriction type should be altered.

### **Proposal**

The proposal presented by the petition coordinator was to change the current three (3) hour restriction parking located on the south side of Rae Street to all day parking and change the all day parking spaces out the front of 19 Rae Street to three (3) hour restriction parking.

Overall this would result in no net loss of any parking type in Rae Street between Corangamite Street and Gellibrand Street.

Further investigation and consultation should be undertaken in order to seek feedback from all property owners abutting Rae Street between Corangamite Street and Gellibrand Street prior to considering parking alterations.

All feedback would be considered when assessing whether on street parking restriction changes should be implemented.

### **Local Law No. 4**

#### **Clause 104(i)**

##### ***“104 Procedure Relating to Petitions and Joint Letters***

- (1) *Unless Council determines by resolution to consider it as an item of urgent business, no motion (other than a motion to receive the same and advise the head petitioner of Council’s decision) may be made on any petition, joint letter, memorial or other like application until the next Ordinary Meeting after that at which it has been presented.”*

It is proposed that Council determines to consider the item as urgent business so the process to commence consultation and advertising can be expedited.

### **Financial and Other Resource Implications**

If at the conclusion of the investigation it is recommended to alter the parking restriction there will be minimal cost and resource implications. The estimated cost related to any alteration to parking is approximately \$500, which would be associated with the supply and installation of signage.

Any alteration is not expected to required additional maintenance or ongoing operational budget allocations.

### **Risk Management & Compliance Issues**

There is no identified risk management issues associated with any alterations to parking restrictions in the vicinity of the business premise.

Compliance issues would be minimal, as it would not require Local Laws to inspect any additional or new areas to ensure compliance to any new parking restriction area. Generally when new parking restriction areas are created, or existing parking restrictions charge a grace period is provided to enable the public to adjust to the change in parking conditions.

### **Environmental and Climate Change Considerations**

Any outcomes from the alteration to parking restrictions will have no impact on either the environment or climate change.

### **Community Engagement**

The community engagement strategy will follow the recommendations of the Colac Otway Shire Council Community Engagement Policy of January 2010, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected is to inform the community through presentation of this report.

Prior to any changes being implemented, all property owners abutting Rae Street, between Corangamite Street and Gellibrand Street will be surveyed to seek their feedback and comments on the proposed parking restriction changes.

Following the survey, feedback will be assessed to determine if there is general support for the proposed alterations to parking restrictions in the vicinity of the business premise known as Sharp Styles. Property owners will then be notified of the outcome of the survey and if parking restrictions will be altered, property owners will also be given a general timeline for when changes will be implemented.

### **Implementation**

All works and actions required for this matter will be coordinated and implemented by Council.

### **Conclusion**

The petition received raises concerns with the available on street parking for patrons to a hair dressing business, known as Sharp Styles, at 19 Rae Street, Colac. While further investigation and consultation by way of survey to other property owners needs to be conducted, Council should support the intent of the petition and undertake an investigation to determine if the parking restriction changes are appropriate.

### **Attachments**

1. Parking layout plan

### **Recommendation(s)**

#### ***That Council:***

1. ***Determines that the petition regarding parking restrictions along Rae Street, Colac, be considered as urgent business.***
2. ***Advises the coordinator of the petition that their petition and request has been received by Council and will be further investigated.***
3. ***Undertakes consultation by way of a survey to property owners abutting Rae Street, between Corangamite Street and Gellibrand Street to seek their feedback and comments on any proposed parking restriction changes.***
4. ***Advertises Council's intention to review the current parking arrangements and seek public comment.***

~~~~~\ ~~~~~







**OM112505-8****KENNETT RIVER DRAINAGE PETITION**

|             |                           |           |                                   |
|-------------|---------------------------|-----------|-----------------------------------|
| AUTHOR:     | Paula Gardiner            | ENDORSED: | Neil Allen                        |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | GEN00515<br>DRAINAGE -<br>GENERAL |

**Purpose**

Council has received a petition regarding drainage concerns in the township of Kennett River. The purpose of this report is to present the petition received from the Kennett River Holiday Park.

**Declaration of Interests**

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

**Background**

On 4 May 2011 Council received a petition requesting drainage improvement works be undertaken in Kennett River, in particular the existing Kennett River Wetland.

The Kennett River Wetland was constructed by Council in 1999 in order to improve storm water quality prior to discharge to the Kennett River. The wetland was designed and installed to enable end of line treatment of stormwater from the general township of Kennett River.

Since the construction of the wetland routine maintenance has been carried out, however, sediment build up has occurred which is limiting the capacity of the wetland to function adequately, especially during heavy storm events. This results in stormwater discharge during heavy storms being restricted, and significant maintenance may be required to remove the silt.

Investigations have commenced to determine the remedial works required to restore the wetland functionality.

**Council Plan / Other Strategies / Policy****Physical Infrastructure and Assets**

Council will provide and maintain Council infrastructure and assets that meet community needs now and in the future.

**Issues / Options**

Given the nature of wetlands, works in wetlands can only be carried out during dry weather. As such it is difficult to provide discharge improvements from the wetland during the coming winter months.

Options that are available to Council in the short term (i.e. to cater for the upcoming winter period) are:

- Continue to monitor drainage functionality in the vicinity of the wetland to ensure underground drainage discharging to the wetland remains clear of sediment build up; or

- Investigate whether a short term diversion drain can be established to bypass the wetland and discharge untreated stormwater directly to the Kennett River. This will require approval to be sought from the Corangamite Catchment Management Authority at a minimum.

### **Proposal**

Council officers are currently undertaking the necessary preliminary planning works associated with remedial works to the wetlands to ensure works can commence at the first available opportunity.

In order to ensure all options are considered, investigations will also be carried out to determine if the construction of a diversion drainage is possible.

### **Local Law No. 4**

#### **Clause 104(i)**

##### ***“104 Procedure Relating to Petitions and Joint Letters***

- (1) *Unless Council determines by resolution to consider it as an item of urgent business, no motion (other than a motion to receive the same and advise the head petitioner of Council’s decision) may be made on any petition, joint letter, memorial or other like application until the next Ordinary Meeting after that at which it has been presented.”*

It is proposed that Council determines to consider the item as urgent business so the process to commence further investigation of the issues raised can be expedited.

### **Financial and Other Resource Implications**

For the investigation to occur there will be no foreseen financial impacts or resource implications.

### **Risk Management & Compliance Issues**

There is no identified risk management or compliance issues associated with conducting the necessary investigations. However, as part of the investigation all risks and compliance issues will need to be identified and considered.

### **Environmental and Climate Change Considerations**

Investigation of possible short term drainage works will need to carefully consider environmental impacts. Through the planning works that are currently being undertaken, environmental impacts are being addressed.

### **Community Engagement**

The community engagement strategy will follow the recommendations of the Colac Otway Shire Council Community Engagement Policy of January 2010, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected is to inform the community through presentation of this report.

Following the investigation of possible short term options available, Council officers will advise the coordinator of the petition of outcomes.

### **Implementation**

Officers will conduct investigations and report back to Council prior to implementing any works or actions.

**Conclusion**

The petition received raises concerns with the functionality of the existing wetland in Kennett River. Investigation and consideration of the issues raised will be undertaken over the next month, with outcomes presented by to Council.

**Attachments**

- 1. Kennett River locality plan

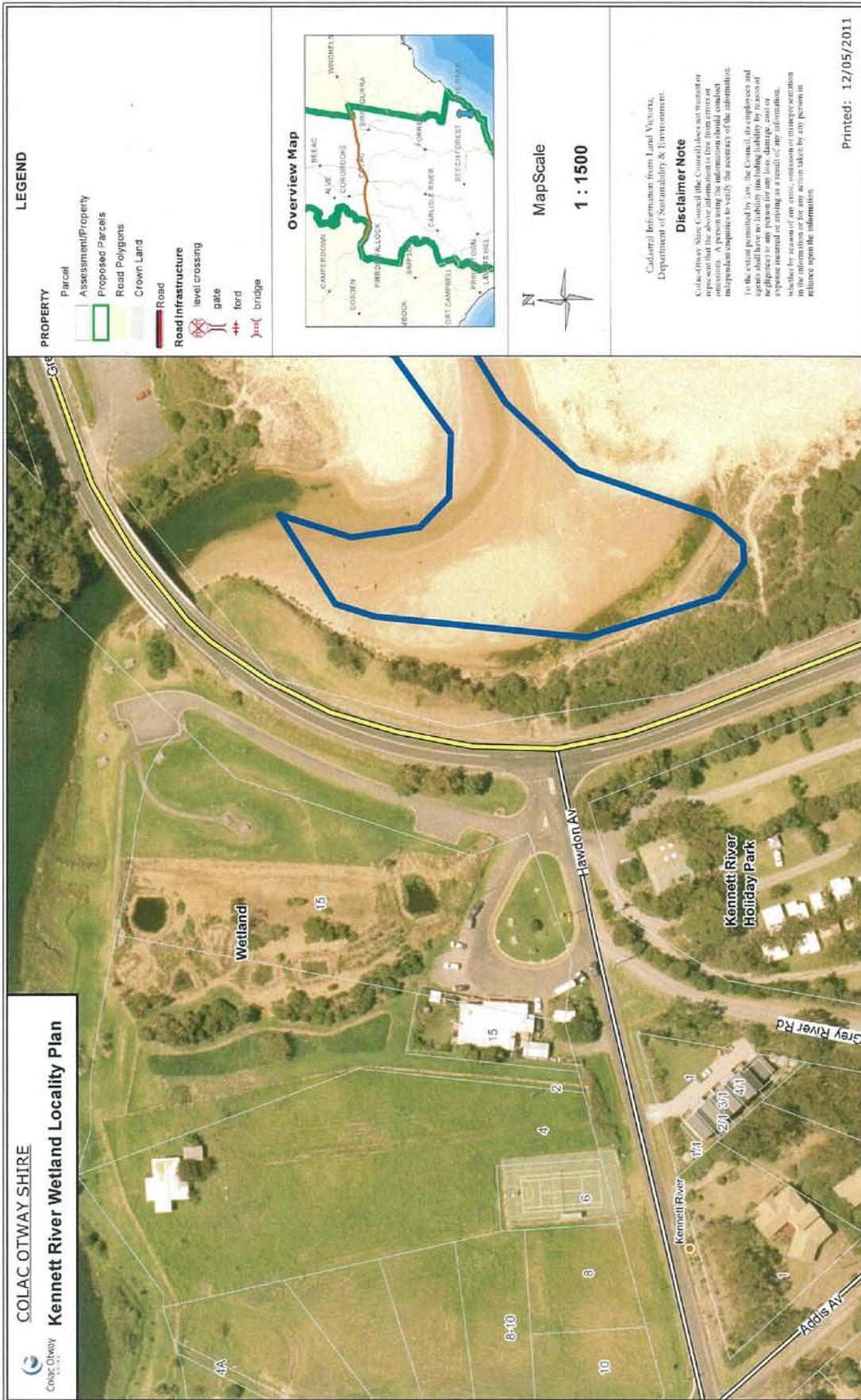
**Recommendation(s)**

***That Council:***

- 1. ***Determines that the petition regarding drainage concerns in the township of Kennett River be considered as urgent business.***
- 2. ***Advises the coordinator of the petition that their petition and request has been received by Council and will be further investigated.***
- 3. ***Undertakes investigation of improvement options, both short term and long term, to the existing Kennett River wetland.***
- 4. ***Reports the findings of the investigation and the associated recommendations to Council.***

~~~~~U ~~~~~







**CONSENT CALENDAR****OFFICERS' REPORT**

D = Discussion

W = Withdrawal

| ITEM   | D | W |
|--|---|---|
| <p><b><u>SUSTAINABLE PLANNING AND DEVELOPMENT</u></b></p> <p><b><u>OM112505-9 INTERIM ARRANGEMENTS FOR TOURISM INDUSTRY SUPPORT</u></b></p> <p>Department: Sustainable Planning and Development</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Signs an extended Memorandum of Understanding (MOU) with Geelong Otway Tourism for a period of six months to 31 December 2011 on a quarterly payment schedule, with the agreement to be reviewed prior to the December Council meeting so that Council has the opportunity to consider its options again through an officer report at that date.</i></b></li> <li><b><i>2. Enters into a new six month agreement with Otways Tourism to 31 December 2011 on a quarterly payment schedule, with the agreement to be reviewed prior to the December Council meeting so that Council has the opportunity to consider its options again through an officer report at that date.</i></b></li> </ol> |   |   |
| <p><b><u>OM112505-10 SUBMISSION TO TOURISM VICTORIA REGARDING THE REPRESENTATIVE STRUCTURE OF THE PROPOSED REGIONAL TOURISM BOARD.</u></b></p> <p>Department: Sustainable Planning and Development</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Writes to the CEO of Tourism Victoria requesting Local Government representation on the Regional Tourism Board to be at least four representatives.</i></b></li> <li><b><i>2. That a copy of this letter be sent to Geelong Otway Tourism, Otway Tourism, the G21 Regional Alliance and the Great South Coast respectively, to inform these organisations.</i></b></li> </ol>   |   |   |

**OM112505-11 NEIGHBOURHOOD SAFER PLACES  
ASSESSED THROUGH TASKFORCE 23**

Department: Sustainable Planning and Development

**Recommendation(s)**

***That Council:***

1. ***Accepts the recommendation of the Municipal Fire Management Planning Committee as a sub-committee of the Municipal Emergency Management Planning Committee that the potential Neighbourhood Safer Places (NSP) sites at Barwon Downs, Forrest and Carlisle River generally complied with the criteria in the Municipal Neighbourhood Safer Places Plan.***
2. ***Accepts the recommendation of the Municipal Fire Management Planning Committee as a sub-committee of the Municipal Emergency Management Planning Committee that the potential NSP site at Wye River did not generally comply with the criteria in the Municipal Neighbourhood Safer Places Plan.***
3. ***Approves the drafting of a letter to the Fire Services Commissioner advising of the results of the desktop assessment as outlined in the above recommendations.***

**Recommendation**

***That recommendations to items listed in the Consent Calendar, with the exception of items ....., be adopted.***

**MOVED** .....

**SECONDED** .....

OM112505-9

**INTERIM ARRANGEMENTS FOR TOURISM INDUSTRY SUPPORT**

|             |                                    |           |            |
|-------------|------------------------------------|-----------|------------|
| AUTHOR:     | Mike Barrow                        | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | GEN00184   |

**Purpose**

The purpose of this report is to recommend interim arrangements for Council's financial support of the Tourism Industry while the regional restructure of the industry is taking place under Tourism Victoria's Regional Tourism Action Plan (RTAP).

**Declaration of Interests**

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

**Background**

During 2007/08 Tourism Victoria undertook a review of regional tourism that included extensive consultation with the industry and Local Government stakeholders. The review resulted in the release in December 2008 of the State Government Regional Tourism Action Plan (RTAP) 2009 – 2012.

The RTAP proposes major structural changes to deal with what it has determined are the challenges that face regional tourism:

- Many regional structures are under-resourced and lack adequate funding support;
- Regional structures rely heavily on volunteers who are struggling to cope with competing demands from their own businesses;
- The roles and responsibilities of some regional structures are unclear or duplicated;
- Many regions do not have adequate communications mechanisms in place to ensure that all stakeholders are informed and engaged in tourism development;
- Industry is unclear about how to work with and engage with Tourism Victoria on issues outside of marketing;
- Regional Campaign Committees focus on marketing and are unable to address other critical issues impacting regional tourism growth such as product development, investment attraction, skills training and sustainability management; and
- There is recognition that sustainable tourism development at the regional level requires a more strategic focus to create a strong foundation for industry growth.

There are 10 regions in Victoria:

- **Great Ocean Road (Municipalities of City of Greater Geelong, Borough of Queenscliffe, Surf Coast, Colac Otway, Golden Plains, Corangamite, Moyne, Glenelg Shires and City of Warrnambool)**
- Yarra Valley and Dandenong Ranges
- Mornington Peninsula
- Daylesford and Macedon Ranges
- Phillip Island
- Goldfields
- Grampians
- High Country

- Gippsland
- The Murray

In the Great Ocean Road (GOR) region there are three Regional Tourism Associations (RTA)s:

- Geelong Otway Tourism (GOT) including City of Greater Geelong, Borough of Queenscliffe, Surf Coast, Colac Otway, Golden Plains.
- Shipwreck Coast including Corangamite and Warrnambool municipalities.
- Discovery Coast including the Shires of Moyne and Glenelg.

The RTAs including Geelong Otway Tourism, are responsible for:

- Representing local tourism associations (e.g. Otways Tourism) industry and Local Government on issues affecting tourism in the region.
- Strategic business planning for tourism growth.
- Marketing the region through building a brand, increasing tourist awareness, converting visitation and dispersal of visitors across the region.
- Industry development in partnership with Local Government to improve tourism infrastructure and touring routes.
- Business Development to grow the quality of regional tourism businesses
- Public relations and communication to the industry regarding industry issues and to the general public regarding the importance and benefits of the tourism industry.
- Research to evaluate the value of tourism, visitor satisfaction, industry needs and opportunities.
- Partnerships with industry associations, Local Government, State and Federal Government departments, state and national tourism organisations.

In the Geelong Otway Tourism region there are a number of Local Tourism Associations (LTA) including Otways Tourism (OT), Surf Coast Tourism, Tourism Geelong and the Bellarine. LTAs are responsible for:

- Coordinating and representing all businesses and organisations and individuals involved and interested in tourism in the local area.
- Supporting the provision of visitor information through local Visitor Information Centres.
- Producing a local visitor's guide, map or other local tourism collateral.
- Advising Local Government on ensuring adequate visitor facilities.
- Working with Local Government on industry investment in new product and experiences; and events that support the tourism industry.
- Conducting industry network functions.
- Conducting familiarisation tours for businesses to increase local knowledge and to support cross referral.
- Supporting industry professional development.
- Working in partnership with Regional and State tourism organisations.

The key focus of the RTAP is to establish Regional Tourism Boards (RTBs) to address these following areas:

- Improve Regional Industry Structures
- Improve supply and quality of regional tourism experiences
- Increase consumer demand for regional tourism experiences
- Address skills, service standards and environmental sustainability

The method of determining the structure of the RTB was to be through an Implementation Committee consisting of Local Government and Tourism Industry representatives with Tourism Victoria. Over a period of months, many meetings and a number of proposed

options, the Implementation Committee was not able to come up with an option supported by the whole Committee.

To resolve the matter it was agreed that the CEOs of the various Local Governments involved would meet with the CEO of Tourism Victoria to finally determine the structure of the Great Ocean Road RTB. One such meeting has taken place but a final RTB structure is still to be decided. The CEO's requested that before any final decision was made that Tourism Victoria provide the costing of any proposed model for consideration. As this is yet to take place the matter at the time of the writing of this report is still unresolved.

Council has been waiting on the resolution of the regional restructure to consider future financial contributions to both Geelong Otway Tourism and Otways Tourism that have funding and service agreements with Council concluding on 30 June 2011. A restructured industry could change the nature of both the RTA and the LTA and/or Council's relationship with these bodies.

### **Council Plan / Other Strategies / Policy Economic Development**

Council is committed to facilitating a healthy and resilient economy through effective leadership, advocacy, and partnership.

#### **Issues / Options**

Council signed a memorandum of Understanding (MOU) with Geelong Otway Tourism on 6 September 2007 for a three year period to 31 August 2010. Given that the regional restructure of tourism in the Geelong Otway Tourism region had only commenced in August 2010 Council signed an extension to the MOU till 30 June 2011 with an expectation that the regional restructure would be resolved by this date.

Council signed a Service Agreement with Otways Tourism on 15 December 2006 for the period to 30 June 2009. Following a formal review Council signed a new Service Agreement on 30 July 2010 for a period to 30 June 2011, again with the expectation that the regional restructure would be resolved by this date.

Since the restructure has not reached a conclusion and Council's current agreements with these organisations is coming to an end point, it is recommended that Council consider the following options.

**Option one** would be that Council sign an extended MOU with Geelong Otway Tourism for a period of six months to 31 December 2011 on a month by month payment schedule, with the agreement to be reviewed prior to the December Council meeting so that Council has the opportunity to consider its options again through an officer report at that date.

This option would also include a new six months agreement with Otways Tourism to 31 December 2011 on a month by month payment schedule, with the agreement to be reviewed prior to the December Council meeting so that Council has the opportunity to consider its options again through the officer report at that date.

**Option two** would be to renew agreements for a longer period of time for example 12 months to 31 June 2012. While it is anticipated that the restructure will be resolved within the 2011/12 financial year, if the process is not concluded this option eliminates the need for another review and report at the six month point. However, if the restructure is concluded within the 2011/12 financial year this option may bind Council to financial commitments to external organisations beyond the period when this is necessary.

**Option three** would be that Council sign an extended MOU with Geelong Otway Tourism for a period of six months to 31 December 2011 on a quarterly payment schedule, with the agreement to be reviewed prior to the December Council meeting so that Council has the opportunity to consider its options again through an officer report at that date.

This option would also include a new six months agreement with Otways Tourism to 31 December 2011 on a quarterly payment schedule, with the agreement to be reviewed prior to the December Council meeting so that Council has the opportunity to consider its options again through the officer report at that date.

**Option four** would be to not renew agreements with Geelong Otway Tourism and Otways Tourism and to wait until there is an agreed satisfactory resolution to the regional restructure before making any decision on future financial commitments to the tourism industry.

Option three is the preferred option as Council has an obligation to continue its support of the tourism industry and this option enables an ongoing relationship with Geelong Otway Tourism and Otways Tourism until the restructure is finally settled. It enables each organisation to plan its future though what should be a transition period with the knowledge that it has Council's financial support until the new structure is in place. It enables continuity of staffing, service provision and production of tourism collateral. It relieves Council of the risk of committing funds beyond the point when it is necessary.

### **Proposal**

That Council sign an extended MOU with Geelong Otway Tourism for a period of six months to 31 December 2011 on a quarterly payment schedule, with the agreement to be reviewed prior to the December Council meeting so that Council has the opportunity to consider its options again through an officer report at that date.

This proposal also includes a new six months agreement with Otways Tourism to 31 December 2011 on a quarterly payment schedule, with the agreement to be reviewed prior to the December Council meeting so that Council has the opportunity to consider its options again through the officer report at that date.

### **Financial and Other Resource Implications**

In the 2010/11 financial year Council committed \$66,426 to Geelong Otway Tourism and \$174,574 to Otways Tourism. Using these figures as a basis the recommendation would commit Council to quarterly payments of \$60,249 until the new regional structure is in place. However given the uncertainty of the process and the history of delays, it would be advisable to set aside the funds necessary to support a 12 month contribution to each organisation respectively.

If the RTB is in place within the 2011/12 financial year it is likely that these funds would be required to support the RTB and any other formal structures within the new regional structure.

### **Risk Management & Compliance Issues**

There are no specific compliance issues related to this report and the proposal minimises the financial risk for Council in its commitment to support the tourism industry.

### **Environmental and Climate Change Considerations**

There are no environmental or climate change issues related to this report.

**Community Engagement**

The community engagement strategy will follow the recommendations of the Colac Otway Shire Council Community Engagement Policy of January 2010, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected would be involve and includes a letter to both Geelong Otway Tourism and Otways Tourism outlining Council's preferred course of action. The letter would include an invitation to meet with Council officers to discuss the offer outlined in the proposal.

**Implementation**

A letter would be drafted and sent to Geelong Otway Tourism outlining Council's preferred course of action in relation to extending the MOU. A letter and draft Service Agreement with Otways Tourism would be drafted and sent.

**Conclusion**

Council has been waiting on the resolution of the regional restructure to consider future financial contributions to both Geelong Otway Tourism and Otways Tourism that have funding and service agreements with Council concluding on 30 June 2011. A restructured industry could change the nature of both the RTA and the LTA and/or Council's relationship with these bodies.

Council signed a Memorandum of Understanding (MOU) with Geelong Otway Tourism on 6 September 2007 for a three year period to 31 August 2010. Given that the regional restructure of tourism in the Geelong Otway Tourism region had only commenced in August 2010 Council signed an extension to the MOU till 30 June 2011 with an expectation that the regional restore would be resolved by this date.

Council signed a Service Agreement with Otways Tourism on 15 December 2006 for the period to 30 June 2009. Following a formal review Council signed a new Service Agreement on 30 July 2010 for a period to 30 June 2011, again with the expectation that the regional restructure would be resolved by this date.

Since the restructure has not reached a conclusion and Council's current agreements with these organisations is coming to an end point, it is recommended that Council sign an extended MOU with Geelong Otway Tourism for a period of six months to 31 December 2011 on quarterly payment schedule, with the agreement to be reviewed prior to the December Council meeting so that Council has the opportunity to consider its options again through an officer report at that date.

This option would also include a new six months agreement with Otways Tourism to 31 December 2011 on a quarterly payment schedule, with the agreement to be reviewed prior to the December Council meeting so that Council has the opportunity to consider its options again through the officer report at that date.

**Attachments**

Nil

**Recommendation(s)*****That Council:***

- 1. Signs an extended Memorandum of Understanding (MOU) with Geelong Otway Tourism for a period of six months to 31 December 2011 on a quarterly payment schedule, with the agreement to be reviewed prior to the December Council meeting so that Council has the opportunity to consider its options again through an officer report at that date.***
- 2. Enters into a new six month agreement with Otways Tourism to 31 December 2011 on a quarterly payment schedule, with the agreement to be reviewed prior to the December Council meeting so that Council has the opportunity to consider its options again through an officer report at that date.***

~~~~~\ ~~~~~

**OM112505-10 SUBMISSION TO TOURISM VICTORIA REGARDING THE REPRESENTATIVE STRUCTURE OF THE PROPOSED REGIONAL TOURISM BOARD.**

|             |                                    |           |            |
|-------------|------------------------------------|-----------|------------|
| AUTHOR:     | Mike Barrow                        | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | GEN00184   |

**Purpose**

The purpose of this report is to seek Council's endorsement of a letter to the CEO of Tourism Victoria requesting that the representative structure of the proposed regional Tourism Board, include greater Local Government participation.

**Declaration of Interests**

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

**Background**

During 2007/08 Tourism Victoria undertook a review of Regional Tourism that included extensive consultation with the industry and Local Government stakeholders. The review resulted in the release in December 2008 of the State Government Regional Tourism Action Plan (RTAP) 2009 – 2012.

The key focus of the RTAP is to establish Regional Tourism Boards (RTBs) to address the following areas:

- Improve Regional Industry Structures
- Improve supply and quality of regional tourism experiences
- Increase consumer demand for regional tourism experiences
- Address skills, service standards and environmental sustainability

The method of determining the structure of the RTB was to be through an Implementation Committee consisting of Local Government and Tourism Industry representatives with Tourism Victoria. Over a period of months, many meetings and a number of proposed options, the Implementation Committee was not able to come up with an option supported by the whole Committee. To resolve the matter it was agreed that the CEOs of the various Local Governments involved would meet with the CEO of Tourism Victoria to finally determine the structure of the Great Ocean Road RTB. One such meeting has taken place but a final RTB structure is still to be decided. The CEO's requested that before any final decision was made that Tourism Victoria provide the costing of any proposed model for consideration. As this is yet to take place the matter at the time of the writing of this report is still unresolved.

The RTAP has recommended that the RTB's be skills based boards.

*"The RTBs will be made up of approximately eight skills based members from an appropriate geographical spread across the region, as well as relevant State and Local Government representatives." Regional Tourism Action Plan (RTAP) Tourism Victoria 2009 – 2012.*

**Council Plan / Other Strategies / Policy****Economic Development**

Council is committed to facilitating a healthy and resilient economy through effective leadership, advocacy, and partnership.

**Issues / Options**

In some RTB models discussed through the process of trying to determine the final structure of the Great Ocean Road tourism region the RTB has been proposed as having 6 skills based representatives, a Tourism Victoria representative, two Local Government representatives and an Executive Officer. The reason for the predominance of 6 skills based representatives is to empower the RTB to act independently of local area parochialism. However Local Government is expected to be a major contributor to the financing of the RTB and its associated regional structures and so requires a higher level of involvement and accountability than can be provided by two representatives from ten regional municipalities.

There are 10 municipalities in the Great Ocean Road Region including City of Greater Geelong, Borough of Queenscliffe, Surf Coast, Colac Otway, and Golden Plains Shires in the eastern end and Warrnambool City Council, Corangamite, Moyne and Glenelg Shires in the west. A more appropriate number of Local Government representatives would be two from each end of the region rather than one resulting in a total Local Government representation of four.

The selection of representatives could be managed by the municipal partnership organisations at each end of the region the Great South Coast Municipalities Group and the G21 Regional Alliance. The Great South Coast Municipalities Group also includes Southern Grampians Shire, which is part of the Grampians Tourism Region, as well as the municipalities listed above.

**Option one** is that Council writes to the CEO of Tourism Victoria requesting greater Local Government representation on the RTB.

**Option two** is that Council does not write to Tourism Victoria and seeks to have the representation increased through advocacy with the RTB once it is established.

Option one is preferred as a higher level of Local Government representation will provide the RTB with a Local Government perspective essential for understanding the Tourism Industry in the region. It will also provide a greater level of accountability to Local Government and the residents and ratepayers that it represents. Option one enables change before a final decision is made on the structure and so is more likely to succeed.

**Proposal**

That Council writes to the CEO of Tourism Victoria requesting greater Local Government representation on the RTB.

**Financial and Other Resource Implications**

There are no financial resource implications related to this report or any action from the report.

**Risk Management & Compliance Issues**

There are no risk management or compliance issues related to this report or any action from the report.

**Environmental and Climate Change Considerations**

There are no environmental or climate change considerations related to this report or any action from the report.

### **Community Engagement**

The community engagement strategy will follow the recommendations of the Colac Otway Shire Council Community Engagement Policy of January 2010, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected would be inform and would include a letter to Tourism Victoria requesting greater Local Government representation on the proposed RTB. A copy would be sent to GOT, OT, the G21 Regional Alliance and the Great South Coast respectively, to inform these organisations.

### **Implementation**

If approved the draft letter attached will be sent to the CEO of Tourism Victoria with a copy to be sent to GOT, OT, the G21 Regional Alliance and the Great South Coast respectively, to inform these organisations.

### **Conclusion**

Local Governments are a major financial contributor to the tourism industry and as these funds are contributed from ratepayer it is appropriate to expect a high level of accountability. Current proposals regarding the RTB include minimal representation from Local Government.

It is proposed that Council writes to the CEO of Tourism Victoria requesting Local Government representation on the RTB to be at least four representatives. This higher level of Local Government representation will provide the RTB with a Local Government perspective essential for understanding the Tourism Industry in the region. It will also provide a greater level of accountability to Local Government and the residents and ratepayers that it represents. Option one enables change before a final decision is made on the structure and so is more likely to succeed.

### **Attachments**

1. Draft Letter to Acting CEO Mark Stone - Tourism Victoria

### **Recommendation(s)**

#### ***That Council:***

1. ***Writes to the CEO of Tourism Victoria requesting Local Government representation on the Regional Tourism Board to be at least four representatives.***
2. ***That a copy of this letter be sent to Geelong Otway Tourism, Otway Tourism, the G21 Regional Alliance and the Great South Coast respectively, to inform these organisations.***

~~~~~\) ~~~~~



Our Ref: GEN00184/Tourism/ Regional Tourism Action Plan (RTAP)  
Your Ref: N/A  
Contact: Mike Barrow

## May 2011

Mr Mark Stone  
Acting CEO  
Tourism Victoria  
Level 32  
121 Exhibition Street  
Melbourne VIC 3000

Dear Mr Stone

Colac Otway Shire as part of the Great Ocean Road tourism region has been actively involved in the process of implementing the Regional Tourism Action Plan (RTAP). A representative of Council has attended the Implementation Committee and kept Council informed on the process and the various models of regional structure proposed by the Committee.

One of the key elements of the structure of the proposed regional tourism board (RTB) is that it be a skills based board with minimal local government representation. One model indicates that the Board may have six skills based appointees and a representative each respectively from the municipalities in the eastern end of the region and the western end of the region.

As a major contributor to the financing of the RTB and its associated regional structures Colac Otway Shire believes that there should be a higher level of involvement of local government and a higher level of accountability to local government built into the structure.

There are nine municipalities in the Great Ocean Road Region including City of Greater Geelong, Borough of Queenscliffe, Surf Coast, Colac Otway, and Golden Plains Shires in the eastern end and Warrnambool City Council, Corangamite, Moyne and Glenelg Shires in the west. A more appropriate number of Local Government representatives would be two from each end of the region rather than one resulting in a total Local Government representation of four.

The selection of representatives could be managed by the municipal partnership organisations at each end of the region the Great South Coast Municipalities Group and the G21 Regional Alliance. The Great South Coast Municipalities Group also includes Southern Grampians Shire, which is part of the Grampians Tourism Region, as well as the municipalities listed above.

Colac Otway Shire believes that this higher level of Local Government representation will provide the RTB with a Local Government perspective essential for understanding the Tourism Industry in the region. It will also provide a greater level of accountability to Local Government and the residents and ratepayers that it represents.

Yours faithfully

Rob Small  
**Chief Executive Officer**

**OM112505-11      NEIGHBOURHOOD SAFER PLACES ASSESSED  
THROUGH TASKFORCE 23**

|             |                                    |           |                             |
|-------------|------------------------------------|-----------|-----------------------------|
| AUTHOR:     | Stewart Anderson                   | ENDORSED: | Jack Green                  |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | Fire Prevention<br>GEN00179 |

**Purpose**

The purpose of this memo is to provide an update in relation to potential Neighbourhood Safer Places assessed in the Colac Otway Shire as part of the State Government's Taskforce 23.

**Declaration of Interests**

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

**Background**

The Interim Report of the 2009 Victorian Bushfires Royal Commission recommended that Neighbourhood Safer Places, or NSPs, be identified and established to provide persons in bushfire affected areas with a place of last resort during a bushfire.

For the 2009-2010 fire season, the Country Fire Authority (CFA) assumed the lead responsibility for identifying potential NSPs. In Colac Otway Shire, the CFA did this in consultation with representatives from Council, Department of Sustainability and Environment, Parks Victoria, Victoria Police, Barwon Water and Powercor. The initial focus was to identify potential NSPs in each town within the municipality that had been assessed using the Victorian Fire Risk Register – Wildfire (VFRR) tool, as having a risk rating of extreme and a priority ranking of 1A, 1B or 1C, and for which CFA were developing a Township Protection Plan (TPP). These towns included; Barongarook, Barwon Downs, Forrest, Carlisle River, Kawarren, Lavers Hill, Marengo and the Wye River precinct, which encompassed Separation Creek and Kennett River.

In June 2010 a report was submitted to Council (OM230610OR-21) in relation to the work that had been carried out on NSPs. The report recommended that Council ***“Notes the fact that there are no locations in the eight Extreme risk townships in the Colac Otway Shire that currently meet the assessment criteria to enable their designation as Neighbourhood Safer Places.”***

The lack of suitable sites was due to the fact that the eight extreme risk townships in the Colac Otway Shire are nestled in the Otways and have no or relatively small areas of open space and urban development that provide the space required for any site within the townships to meet the CFA NSP Assessment Guidelines. The difficulty associated with finding suitable NSP sites was not unique to the Colac Otway Shire. In August 2010 23 of the 52 extreme risk townships in Victoria did not have designated NSPs.

In response to so many of the extreme risk towns not having NSPs the State Government commissioned 'Taskforce 23' to re-inspect and evaluate NSP sites in the 23 extreme risk towns throughout Victoria that had failed to meet compliance with CFA and municipal criteria. Taskforce 23's brief was to understand the reasons for non-compliance and

investigate potential options that may enable designation or provide appropriate alternative bushfire safety solutions for the communities involved.

It was hoped that with the potential for additional funding to undertake modifications, NSPs could be established in more of the extreme risk towns. Taskforce 23 was a "Whole of Government" review. For the purpose of this review, and to support the review with legislative powers, CFA lead the review for Government.

Council provided information to the State Government's NSP Taskforce 23 in September 2010. The findings indicated that it would require very substantial works to actually establish a NSP on any of the potential sites in the eight high risk towns in the Colac Otway Shire.

### **Council Plan / Other Strategies / Policy Leadership and Governance**

Council will fulfil its leadership, statutory and legal obligations to its community and staff in a way that is: fair, ethical, inclusive, sustainable, financially responsible and meets the needs and practical aspirations of current and future generations.

These actions are consistent with priorities set out in the Council Plan including the Council Plan Strategy: "Meet our statutory obligations for community safety and emergency situations". This Council Plan Strategy is being partly addressed through the implementation of the Municipal Neighbourhood Safer Places Plan which was endorsed by Council in June 2010.

### **Issues / Options**

In November 2010 Council received a letter from the State's Fire Services Commissioner indicating that funds would be made available to do works in four of the extreme risk towns to enable NSP to be established as outlined below:

- Barwon Downs - \$94,701;
- Carlisle River - \$718,668;
- Forrest - \$600,534; and
- Wye River - \$602,115.

There was also strict criteria that Council would be required to meet before the funds could be accessed. The process to meet that criteria, where possible, is outlined further into this report.

Council has yet to receive any indication of the resourcing commitment from the State Government for the potential NSP sites at Kwarren and Barongarook that were examined as part of Taskforce 23. Council has recently been advised that the Fire Services Commissioner is considering a report from the CFA regarding these two NSP sites and intends to provide a response in the near future. Until such advice is received from the MAV or the State Government on these sites Council cannot progress the establishment of NSPs in these two extreme risk townships.

No NSP sites could be identified at Marengo or Lavers Hill through Taskforce 23. As a result evacuation plans are being developed for these towns by the State Government.

Although the amounts listed above for the four sites are very substantial sums of money the total costs varied from the indicative costs provided by Council to Taskforce 23 in September 2010 and it was unclear why they differed because Council was not initially provided with a detailed breakdown of the costs. After follow up discussions with the Fire Services Commissioner and the MAV in November 2010 it emerged that Council would be contacted

by CT Management on behalf of the MAV to have a more detailed discussion about the cost breakdowns.

Council officers met with CT Management in December 2010 and were provided with more detailed cost breakdowns. After this meeting many questions remained unanswered and these questions were collated into a report that was sent back to the MAV by CT Management. The questions related primarily to differences between the information provided to Taskforce 23 regarding the extent of works required, the associated costs required to complete the works and to undertake the ongoing maintenance. Another important question related to the fact that even if sufficient funding is made available the extent of vegetation removal required may be unacceptable because of the impact on neighborhood character and the potential to increase erosion and land slip problems.

Although Council has not received clear answers to these questions guidance has been provided by the MAV in relation to how Council needs to proceed. Attachment 1 is a flow diagram that shows the four steps that need to be taken by Council to progress the assessment of the sites at Barwon Downs, Carlisle River, Forrest and Wye River. It is anticipated that most of the questions raised by Council with CT Management will be answered by following this process. As shown in Attachment 1 the steps that need to be taken are:

**1: Conduct a Desktop Assessment** of the sites against the criteria in the Municipal NSP Plan and determine if the sites generally comply. A Council report will then be prepared explaining the outcome of the desktop assessment and seeking approval for a letter to be sent to the Fire Services Commissioner providing advice on the findings of the desktop assessment.

**2: Prepare an Implementation Plan** for the sites that generally comply. This plan will identify how much it will cost to get detailed works plans developed. Upon completion the Implementation Plan will be sent to the MAV and the Fire Services Commissioner for approval of Payment 1.

**3: Develop a Recommendation Report** if Payment 1 is approved. The Recommendation Report will be developed following the Implementation Plan. The Recommendation Report will include a works plan that has detailed costs for carrying out all of the actions. The Recommendation Report will be submitted to Council and if approved it will be sent to the Fire Services Commissioner for approval of Payment 2.

**4: The Works Plan will be implemented** if Payment 2 is approved and once completed the CFA will reassess the site to ensure it is compliant. If so then the site can be formally designated by Council.

Step 1 has been completed for the sites at Barwon Downs, Forrest, Carlisle River and Wye River. The specific sites are:

- Barwon Downs Common, public open space near the CFA shed and tennis courts;
- Forrest Old Mill Site, open space on private land;
- Carlisle River Recreation Reserve, public open space; and
- Wye River Surf Life Saving Club, building on crown land.

The desktop assessment was undertaken by the members of the Municipal Fire Management Planning Committee at a meeting held on 11 May 2011. The committee carefully considered the sites against the criteria in the Municipal NSP Plan. The Municipal NSP Plan was endorsed by Council in June 2010. The assessment forms that were filled out by the committee for each site are shown in Attachment 2.

The assessments found that the sites at Barwon Downs, Forrest and Carlisle River generally complied with the criteria in the Municipal NSP Plan based on the assumption that State Government funding is going to be made available to carry out the significant and costly activities that are necessary.

The Wye River Surf Life Saving Club was not found to generally comply with the Municipal NSP Plan because it did not meet a number of the criteria. Attachment 2 includes the desktop assessment carried out for the site but given that it was found that it did not generally comply it was considered prudent to do a more comprehensive report on this site. Attachment 3 is a Site Assessment report completed for the Wye River Surf Life Saving Club that provides a more detailed and comprehensive analysis of the site. The report supports the finding that the site does not generally comply with the criteria in the Municipal NSP Plan. The major reasons why it does not comply are:

- Opening of the NSP: It may be possible but is not practicable to ensure the NSP is available for use on a 24 hour basis during the declared Fire Danger Period, as the building's primary use is a Surf Life Saving Club and as such holds items of significant community safety importance and value.
- Defendable Space: The site does **not** have sufficient open space to enable CFA to conduct asset protection and fire suppression operations. Additionally there are concerns about the potential radiant heat output on the Surf Life Saving Club building from the immediately adjacent camping ground which was not considered by CFA in their assessment of the site.

Another finding in the Site Assessment report was that the building is not large enough to cater for the number of people that may need to use the NSP because the population in Wye River swells to nearly 5,000 people during the summer period and estimates suggest that the building would struggle to hold 200 people without being overcrowded. In addition there are potentially significant erosion and landslip issues associated with any vegetation removal that would be required in the surrounding area.

### **Proposal**

That Council writes to the Fire Services Commissioner advising of the findings of the desktop assessment carried out by the Municipal Fire Management Planning Committee. Council will continue to follow the MAV process set out in Attachment 1 for the three sites that were found to generally comply with the criteria in the Municipal NSP Plan.

Council will seek advice from the State Government on whether an evacuation plan will be developed for Wye River given that an NSP cannot be established in this town, as was the case for Lavers Hill and Marengo.

Council will seek advice from the Fire Services Commissioner on the availability of funds for establishing NSP at Kawarren and Barongarook.

### **Financial and Other Resource Implications**

There are significant financial implications associated with implementing NSP in the extreme risk towns in the Colac Otway Shire. As previously stated it is estimated that the cost to establish a NSP would be at least \$94,000 in Barwon Downs and over \$700,000 in Carlisle River. These costs are largely associated with the works required to suitably modify the vegetation along the adjoining roads that lead into and out of the sites. In the case of Forrest the cost estimate is over \$600,000 and although there is less cost associated with

vegetation removal there is a need to purchase land from a private owner at considerable cost.

At all of the proposed sites there would also be significant ongoing maintenance costs associated with managing them to a suitable standard if and when they are formally designated. The State Government has not given any indication of supporting Council with funds for the ongoing maintenance costs.

There are standard costs associated with establishing any new NSP. These standard costs relate primarily to the preparation and maintenance of the NSP area to a high standard relative to the intended purpose to ensure that the identified locations are kept fire ready, the purchase, erection and maintenance of signage, and the officer and equipment resource allocation that will be necessary, all of which will have a negative impact on Council's normal operations. The 2011/2012 draft budget contains provision for some of the resources that may be required to carry out these activities if any NSPs are designated in the future.

There are also significant costs associated with managing all of the processes associated with the assessment and maintenance of NSPs. This has been addressed in part by funding being made available to Council through the MAV for a new Emergency Management Position. The position is initially funded for twelve months with a potential extension for a further three years. The position is expected to help Council implement the recommendations of the Bushfire Royal Commission. Initially the position will focus on helping Council with establishing NSPs, developing a new Municipal Fire Management Plan and providing input to Township Protection Plans being developed by the CFA. Council will continue to advocate to the State Government through the MAV the need for adequate financial support to implement the Royal Commission recommendations.

### **Risk Management & Compliance Issues**

The Colac Otway region has a beautiful natural environment that attracts many people to the area. The same natural environment that attracts people also has a very high propensity for wild fire occurring that endangers both life and property. Council has statutory responsibilities that it carries out in relation to fire prevention and emergency management that are aimed at helping the community manage the risk of wild fire in the region.

Council has worked hard to further strengthen relationships with the CFA and DSE in order to enable the recommendations from the Bushfire Royal Commission's to be carried out as soon as possible. The inability to provide any NSPs which meet the assessment criteria in the extreme risk townships without substantial vegetation works clearly demonstrates the fire danger associated with the beautiful Colac Otway environment. While our community enjoys the amenity of this area there are downsides which people are exposed to as a result of living in close proximity to the Otway National Park and the grasslands that abound in this municipality. Council is committed to its responsibilities in relation to fire prevention and emergency management within the Shire, but at the end of the day each member of the community is responsible for the safety and preservation of the lives of themselves and their families.

Council has introduced and implemented an extensive fire prevention program throughout the municipality, has worked closely with all agencies and increased its funding allocation and management capability in relation to emergency management and is working hard to meet responsibilities with regard to the recommendations of the Bushfire Royal Commission.

The major risk that Council cannot control is the response by members of the community to their responsibility to prepare a personal fire plan for themselves and their families. Council has undertaken an extensive and constant media program to ensure that the community is well aware of the dangers of fire and has been consistent in its messages in relation to the

need for preparation of personal fire plans and that in high risk areas, particularly on Code Red days, residents should leave and leave early.

Council will continue to work with the community and all relevant responsible agencies in accordance with the processes set out by MAV and in accordance with the Municipal NSP Plan to ensure that all elements of Council's Risk and Compliance responsibilities continue to be fully addressed. By following these steps Council is indemnified with respect to the death or injury of persons in areas where no NSP are designated and conversely also in areas where NSP may be designated in the future.

### **Environmental and Climate Change Considerations**

There are no significant environmental impacts associated with implementing the proposal. There are possible environmental impacts associated with the fuel reduction works that may be required in relation to the establishment of any NSPs that are able to proceed to Step 4 of the process shown in Attachment 1; however, any works required would need to be done in accordance with relevant legislation.

It is worth noting that there would be significant environmental impacts if Council was to resolve to establish NSPs at Barwon Downs, Forrest and Carlisle River because this would require removal of a significant amount of vegetation in surrounding areas. The full extent of these works will be determined in Step 3 of the process shown in Attachment 1 so that the community and relevant authorities can be informed about exactly what vegetation will be removed prior to any works taking place.

### **Community Engagement**

The community engagement method selected was to inform the general public and to empower key stakeholders in the decision making process.

There has been a significant amount of communication that has been undertaken with the community through media releases and reports on NSPs over the past eighteen months.

A media release specifically related to the information in this Council Report will be released immediately following Council resolving on this matter, advising that there are currently no NSPs in the extreme risk townships within the Colac Otway Shire but work is continuing on potential sites at Forrest, Barwon Downs and Carlisle River.

The members of the Municipal Fire Management Planning Committee and the Municipal Emergency Management Planning Committee were empowered to make decisions as part of the desktop assessment process.

It is anticipated that there will be more community engagement carried out prior to the 2011-2012 fire season associated with ongoing investigations into NSPs.

### **Implementation**

Council officers will work in partnership with other key agencies to raise community awareness of why there will be no NSP established in Wye River, Lavers Hill and Marengo. Council will develop Implementation Plans for the NSP sites at Forrest, Barwon Downs and Carlisle River and then submit them to MAV and the Fire Services Commissioner for approval. If approved and Payment 1 is provided Council will then develop Recommendation Reports for the three sites in these towns. Once completed the Recommendation Reports will be sent to Council for review prior to being sent to the Fire Services Commissioner. If endorsed by the Fire Service Commissioner and Payment 2 is provided Council will carry out works to establish the NSP. At the completion of the works the CFA will reassess the sites and if they are compliant the sites can then be formally designated by Council.

### **Conclusion**

Although not currently having a NSP in any of the eight extreme risk townships will be seen as cause for concern by members of the community it is a reflection of the fact that these townships although beautiful are also highly prone to wildfire. The fact that no sites met the requirements for a NSP without substantial works being undertaken demonstrates that staying and defending in these extreme risk townships during a fire is very dangerous and reinforces why all people in those areas should leave on Code Red days. The community has a clear responsibility to develop and implement their own personal bushfire plan with the focus being on the preservation of life.

The Municipal Fire Management Planning Committee has recommended, with the support of the Municipal Emergency Management Planning Committee, that Council accept the desktop assessment results and approve drafting of a letter advising the Fire Services Commissioner of the outcome.

The sites at Barwon Downs, Forrest and Carlisle River will have Implementation Plans developed by the end of June 2011. Although Council is committed to following the process shown in Attachment 1 it is not able to definitively state if and when any NSP will be designated. Council will be provided with regular updates on the progress.

It is worth highlighting that if any NSPs are designated in the future they are not community fire refuges or emergency relief centres. NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling and seeking access to NSPs during bushfire events. Depending on the direction of a particular fire, it may not be 'a safer place' to assemble than other places within the municipal district.

### **Attachments**

1. MAV Action Plan Taskforce 23 Process Diagram
2. NSP Plan Criteria Assessment Checklist
3. Wye River NSP Site Assessment Report

### **Recommendation(s)**

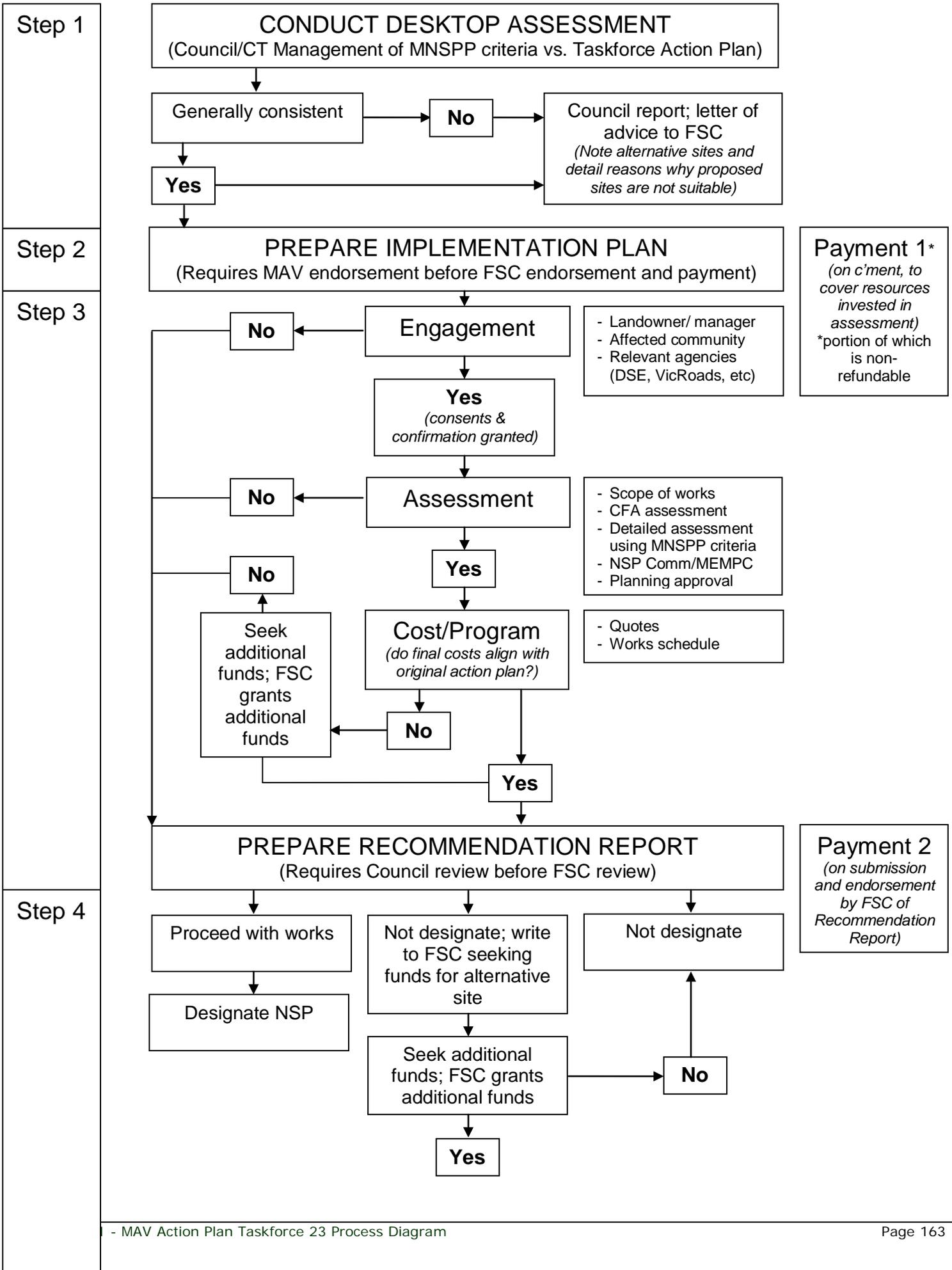
#### ***That Council:***

1. ***Accepts the recommendation of the Municipal Fire Management Planning Committee as a sub-committee of the Municipal Emergency Management Planning Committee that the potential Neighbourhood Safer Places (NSP) sites at Barwon Downs, Forrest and Carlisle River generally complied with the criteria in the Municipal Neighbourhood Safer Places Plan.***
2. ***Accepts the recommendation of the Municipal Fire Management Planning Committee as a sub-committee of the Municipal Emergency Management Planning Committee that the potential NSP site at Wye River did not generally comply with the criteria in the Municipal Neighbourhood Safer Places Plan.***
3. ***Approves the drafting of a letter to the Fire Services Commissioner advising of the results of the desktop assessment as outlined in the above recommendations.***

~~~~~\ ~~~~~

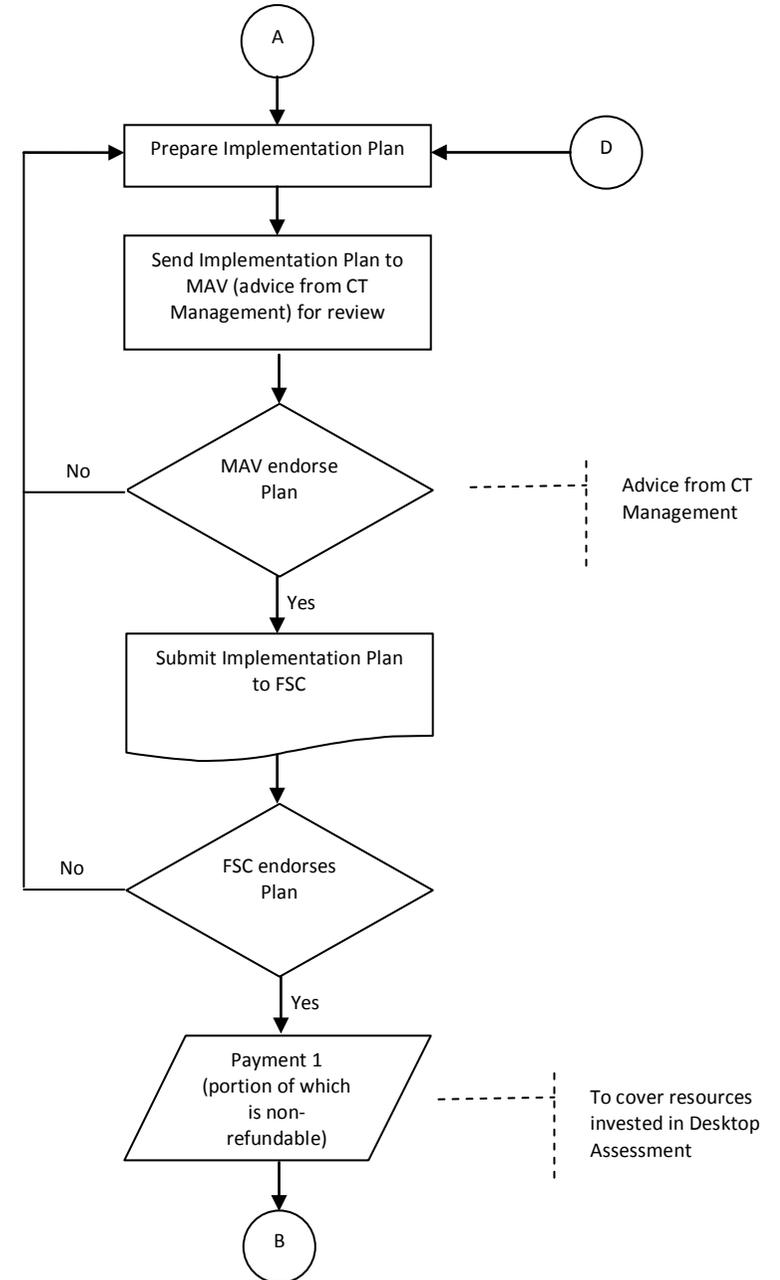
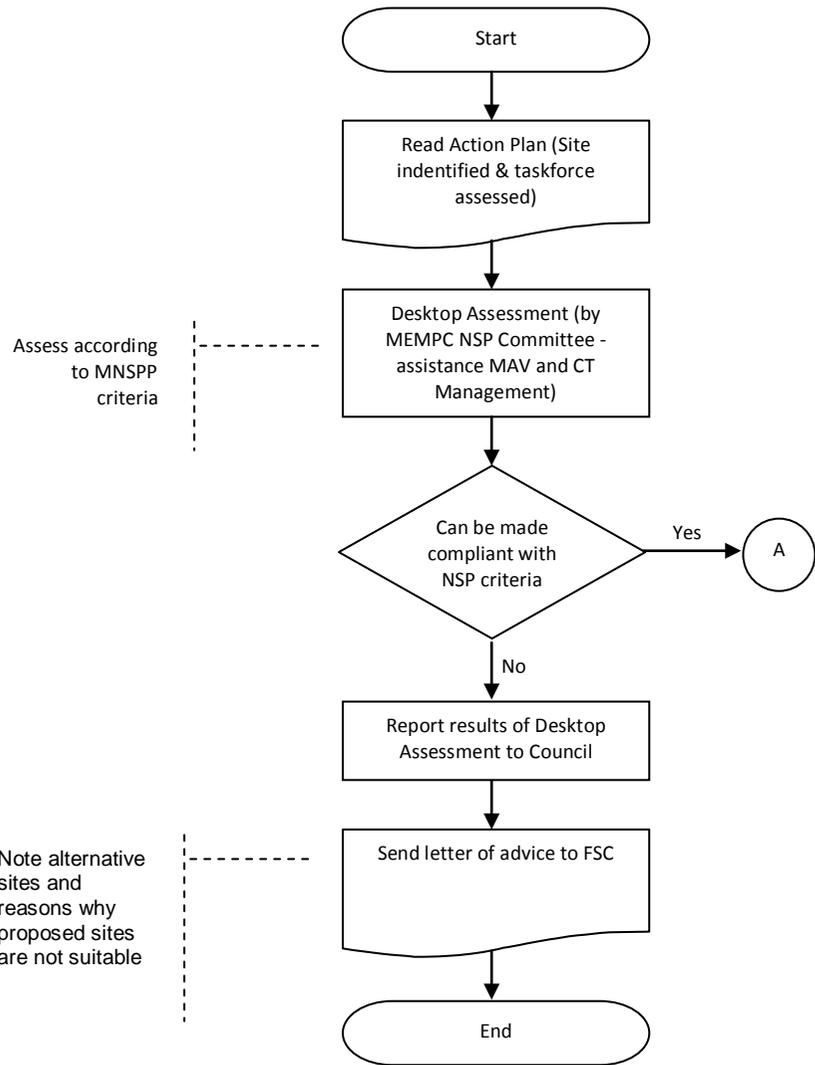


# Input: Action Plan (Site identified & Taskforce assessed)



Step 1: Desktop Assessment

Step 2: Implementation Plan



## Neighbourhood Safer Place Plan Criteria - Desktop Assessment Check List

## Wye River Surf Life Saving Club – Great Ocean Road Wye River

| No. | Council NSPP Criteria                                                      | Issues to consider                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Council comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Satisfied?<br>Yes/No |
|-----|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1   | Consents and rights of access<br>See section 2.1(f)                        | If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.<br><br>If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to:<br><ul style="list-style-type: none"> <li>access the site and surrounding areas for maintenance; and</li> <li>erect appropriate signage at the NSP.</li> </ul> | Not applicable as land is not owned by Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A                  |
| 1.2 |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | The potential NSP is a building known as the Wye River Surf Life Saving Club; this building is located on Crown Land (that needs to be surveyed to reflect the current occupation). This portion of land is a direct lease under the Surf Life Saving Act to the Surf Life Saving Association, who in turn have an agreement with the Wye River Surf Life Saving Club. The surrounding land is managed by the Otway Coast Committee of Management Inc. and includes the caravan park at the rear of the Surf Life Saving Club that they directly manage. The land is permanently reserved for the Protection of Coastline and any works on this (and the Surf Life Saving Club) require consent from DSE under the Coastal Management Act 1995. It is not known if Council would be able to enter into arrangements which would allow it to use the land as a potential NSP on reasonably satisfactory terms. | No                   |
| 2   | Access and egress<br>See section 2.1(h)                                    | Do access routes to the potential NSP allow for:<br><ul style="list-style-type: none"> <li>the anticipated potential number of people to move to and from the place; and</li> <li>the CFA and other emergency services to attend the place for asset and personnel protection activities?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              | It is the consensus of the MFMPC that in their current state many of the roads viewed would not be safe enough to recommend for usage during a fire event by people travelling to the site as a place of last resort. The current roads system will not support the volume of vehicles that would potentially be trying to access the NSP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Not Known            |
| 2.1 |                                                                            | Are access routes easily navigable, bearing in mind they could be affected by smoke?<br>Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.                                                                                                                                                                                                                                                                                                                                                                                             | The steep narrow roads within the township of Wye River are quite challenging to drivers during normal conditions, they are not easily navigable and will not accommodate large volumes of vehicles. The Wye River land system may not support major vegetation modification due to the risks associated with landslip and erosion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      |
| 3   | Maintenance of NSP in accordance with CFA assessment<br>See section 2.1(c) | Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment?<br><i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>                                                                                                                                                                                                                                                                                                                                          | Council are not the land owner or manager and it is not known if Council would be able to maintain the potential NSP and surrounding area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Not Known            |
| 4   | Opening of the NSP<br>See section 2.1(d)                                   | Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.<br>Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.                                                                                                                                                                                                                                                                                                                                                              | It may be possible but not practicable to ensure the NSP is available for use on a 24 hour basis during the declared Fire Danger Period, as the building has a primary use as a Surf Life Saving Club and as such holds items of life saving importance and value.<br>It is felt that it is not possible and practicable to make the potential NSP available for use on a 24 hour basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | No                   |
| 4.1 |                                                                            | What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Not known.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Not Known            |
| 4.2 |                                                                            | Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | The building is currently used as a Surf Life Saving Club and the immediate adjoining area for camping, in addition the Surf Life Saving Club building does not have capacity to accommodate the number of people expected to seek shelter there.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | No                   |
| 5   | Defendable space and fire suppression                                      | Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | The potential NSP site is not surrounded by sufficient open space to enable CFA to conduct asset protection and fire suppression operations.<br>The campground immediately adjacent to the Surf Life Saving Club building further adds to the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | No                   |

## Neighbourhood Safer Place Plan Criteria - Desktop Assessment Check List

## Wye River Surf Life Saving Club – Great Ocean Road Wye River

| No. | Council NSPP Criteria                                   | Issues to consider                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Council comments                                                                                                                                                                                                                                                                                                                                                                                                                                   | Satisfied? Yes/No       |
|-----|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 5.1 | Defendability of buildings<br>See section 2.1(f)        | Will approval be required under legislation such as the Environment Protection and Biodiversity Conservation Act 1999 (Cwth), Flora and Fauna Guarantee Act 1988 (Vic) and the Planning and Environment Act 1987 (Vic)? Can such approval be obtained before the NSP is established?                                                                                                                                                                                                             | Approval will be required under legislation such as the Environment Protection and Biodiversity Conservation Act 1999 (Cwth), Flora and Fauna Guarantee Act 1988 (Vic) and the Planning and Environment Act 1987 (Vic). It is envisaged that these approvals will be able to be obtained with the provision of significant resources/funding from the Fire Services Commissioner/Department of Justice.                                            | Yes<br>If funded by FSC |
| 6   | Defendability of buildings<br>See section 2.1(f)        | If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?                                                                                                                                                                                                                                                              | The potential NSP is likely to be subject to ember attack, this risk can be treated by building modification works through the provision of resources/funding from the Fire Services Commissioner/Department of Justice. However the committee is concerned by the potential radiant heat output from the camping ground immediately adjacent to the Surf Life Saving Club building, this was not considered by CFA in its assessment of the site. | Yes<br>If funded by FSC |
| 7   | Signage<br>See section 2.1(g)                           | Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity? If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?                                                                                                                                                                                                                                                               | There is sufficient space to erect general NSP signage.<br>Not known but it is assumed that this would be possible                                                                                                                                                                                                                                                                                                                                 | Yes                     |
| 8   | Maintenance and maintainability<br>See section 2.1(h)   | Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.                                                                                                                                         | Significant costs would be incurred by Council in maintaining the site to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria. With the provision of significant resources/funding for ongoing maintenance from the Fire Services/Department of Justice it is felt by the committee that ongoing maintenance to ensure continuing compliance of the site could be achieved.                               | Yes<br>If funded by FSC |
| 9   | Disabled access<br>See section 2.1(i)                   | Are there any means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?                                                                                                                                                                                                                                                                                                                                    | The building has disabled access.                                                                                                                                                                                                                                                                                                                                                                                                                  | Yes                     |
| 10  | Alternative uses of potential NSP<br>See section 2.1(j) | Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP? The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue to the extent practicable in the circumstances while the place is being used as an NSP. | Council is not confident that it can manage the alternative uses which may be made of the potential NSP to ensure these uses will not compromise the function of the place as a potential NSP.                                                                                                                                                                                                                                                     | No                      |
| 11  | Community Communication<br>See section 2.1(k)           | Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?                                                                                                                                                                                                                                                                                                                           | With the provision of resources/funding from the Fire Services Commissioner/Department of Justice it is felt by the committee that it will be possible to ensure excellent community engagement in the potential NSP establishment process as well as community awareness of the location, and the risks associated with using the potential NSP.                                                                                                  | Yes<br>If funded by FSC |

The above desktop assessment of the Wye River Surf Life Saving Club was undertaken by the Colac Otway Shire Municipal Fire Management Planning Committee on Monday 11 April 2011. The committee carefully considered the criteria in the Municipal Neighbourhood Safer Places Plan (MNSPP). The Wye River Surf Life Saving Club was found to generally not comply with the MNSPP criteria.

## Neighbourhood Safer Place Plan Criteria - Desktop Assessment Check List

## Barwon Downs Common – Birregurra Forrest Road, Barwon Downs

| Council NSPP Criteria |                                                                            | Issues to consider                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Council comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                     | Consents and rights of access<br>See section 2.1(a)                        | If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.<br><br>If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> <li>access the site and surrounding areas for maintenance; and</li> <li>erect appropriate signage at the NSP.</li> </ul> | This site is owned and managed by Council.<br>Consents and rights of access are highly likely to be able to be obtained.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1.2                   |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Not applicable as land is owned by Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2                     | Access and egress<br>See section 2.1(b)                                    | Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> <li>the anticipated potential number of people to move to and from the place; and</li> <li>the CFA and other emergency services to attend the place for asset and personnel protection activities?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              | It is the consensus of the MFWPC that in their current state a number of roads viewed would not be safe enough to recommend for usage during a fire event by people travelling to the site as a place of last resort. The committee agreed that a significant amount of vegetation modification would be required to make these roads compliant with Council NSPP Criteria. Furthermore a significant amount of ongoing maintenance would be required to maintain the standard. The required vegetation management activities and maintenance cannot be undertaken through works that are both possible and practicable having regard to the resources of Council. With the provision of significant resources/funding for works and ongoing maintenance from the Fire Services Commissioner/Department of Justice it is felt by the committee that actions could be undertaken to improve and maintain access and egress at an acceptable level. |
| 2.1                   |                                                                            | Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3                     | Maintenance of NSP in accordance with CFA assessment<br>See section 2.1(c) | Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment?<br><i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>                                                                                                                                                                                                                                                                                                                                       | Significant costs would be incurred by Council in establishing and maintaining the site.<br>With the provision of significant funding for works and ongoing maintenance from the Fire Services Commissioner/Department of Justice it is felt by the committee that the site could be maintained to comply with CFA's assessment requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4                     | Opening of the NSP<br>See section 2.1(d)                                   | Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.<br>Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.                                                                                                                                                                                                                                                                                                                                                           | As the potential site is an Open Space NSP, this is not deemed to be relevant. It is felt that it is both possible and practicable to make the potential NSP available for use on a 24 hour basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4.1                   |                                                                            | What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Not deemed relevant as the potential site would be an Open Space NSP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4.2                   |                                                                            | Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | It is not envisaged that the site once established would be used for any unintended purposes that would compromise its use as a NSP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5                     | Defendable space and fire suppression activities<br>See section 2.1(e)     | Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?<br><i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>                                                                                                                                                                                                                                                                         | The site is deemed to have sufficient defendable space.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5.1                   |                                                                            | Will approval be required under legislation such as the Environment Protection and Biodiversity Conservation Act 1999 (Cwth), Flora and Fauna Guarantee Act 1988 (Vic) and the Planning and Environment Act 1987 (Vic)? Can such approval be obtained before the NSP is established?                                                                                                                                                                                                                                                                                                                                                                                                                                           | Approval will be required under legislation such as the Environment Protection and Biodiversity Conservation Act 1999 (Cwth), Flora and Fauna Guarantee Act 1988 (Vic) and the Planning and Environment Act 1987 (Vic). It is envisaged that these approvals will be able to be obtained with the provision of significant resources/funding from the Fire Services Commissioner/Department of Justice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## Neighbourhood Safer Place Plan Criteria - Desktop Assessment Check List

## Barwon Downs Common – Birregurra Forrest Road, Barwon Downs

| No. | Council NSPP Criteria                                   | Issues to consider                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Council comments                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6   | Defendability of buildings<br>See section 2.1(f)        | If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?                                                                                                                                                                                                                                                                   | Not applicable as this is an Open Space potential NSP. However there is some concern by the MEMPC that buildings adjoining the site, the CFA Fire Station and Tennis Club shelter may be used inappropriately by individuals to shelter in during a fire event. These buildings have not been assessed and may not be constructed in line with current building requirements for a wildfire management overlay area. |
| 7   | Signage<br>See section 2.1(g)                           | Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?<br>If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?                                                                                                                                                                                                                                                               | There is sufficient space to erect NSP signage.<br>Not applicable as potential NSP is on Council owned land.                                                                                                                                                                                                                                                                                                         |
| 7.1 |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 8   | Maintenance and maintainability<br>See section 2.1(h)   | Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?<br>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.                                                                                                                                           | Significant costs would be incurred by Council in maintaining the site to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria. With the provision of Commissioner/Department of Justice it is felt by the committee that ongoing maintenance to ensure continuing compliance of the site can be achieved.                                                                   |
| 9   | Disabled access<br>See section 2.1(i)                   | Are there any means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?                                                                                                                                                                                                                                                                                                                                         | Not deemed relevant as the potential site is an Open Space NSP.                                                                                                                                                                                                                                                                                                                                                      |
| 10  | Alternative uses of potential NSP<br>See section 2.1(j) | Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?<br>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP. | Council is confident that it can manage the alternative uses which may be made of the potential NSP to ensure these uses will not compromise the function of the place as a potential NSP.                                                                                                                                                                                                                           |
| 11  | Community Communication<br>See section 2.1(k)           | Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?                                                                                                                                                                                                                                                                                                                                | With the provision of resources/funding from the Fire Services Commissioner/Department of Justice it is felt by the committee that it will be possible to ensure excellent community engagement in the potential NSP establishment process as well as community awareness of the location, and the risks associated with using the potential NSP.                                                                    |

The above desktop assessment of the Barwon Downs Common was undertaken by the Colac Otway Shire Municipal Fire Management Planning Committee on Monday 11 April 2011. The committee carefully considered the site against the criteria in the Municipal Neighbourhood Safer Places Plan (MNSPP). The Barwon Downs Common was found to generally comply with the MNSPP criteria, based on the assumption that funding would be available from the Fire Services Commissioner/Department of Justice.

## Neighbourhood Safer Place Plan Criteria - Desktop Assessment Check List

## Old Forrest Timer Mill Site – Station Street, Forrest

| No. | Council NSPP Criteria                                                      | Issues to consider                                                                                                                                                                                                                                                                                                                                                                                                                                     | Council comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Satisfied?<br>Yes/No       |
|-----|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 1   | Consents and rights of access<br>See section 2.1(f)                        | If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.                                                                                                                                                                                            | The potential NSP site is on privately owned land that is currently for sale. This land would need to be purchased by Council. With the provision of significant funding for the purchase of this land by the Fire Services Commissioner/Department of Justice consents and rights of access are highly likely to be able to be obtained.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes<br>If funded<br>by FSC |
| 1.2 |                                                                            | If the potential NSP is on private land or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to access the site and surrounding areas for maintenance, and erect appropriate signage at the NSP.                                                         | Refer above comments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Yes<br>If funded<br>by FSC |
| 2   | Access and egress<br>See section 2.1(f)                                    | Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> <li>the anticipated potential number of people to move to and from the place; and</li> <li>the CFA and other emergency services to attend the place for asset and personnel protection activities?</li> </ul>                                                                                                                                                      | It is the consensus of the MFMPC that in their current state a number of roads viewed would not be safe enough to recommend for usage during a fire event by people travelling to the site as a place of last resort. The committee agreed that a vegetation modification would be required to make these roads compliant with Council NSPP Criteria. Furthermore a significant amount of ongoing maintenance would be required to maintain the standard. The required vegetation management activities and maintenance cannot be undertaken through works that are both possible and practicable having regard to the resources of Council. With the provision of significant resources/funding for works and ongoing maintenance from the Fire Services Commissioner/Department of Justice it is felt by the committee that works could be undertaken to improve and maintain access and egress to an acceptable level. | Yes<br>If funded<br>by FSC |
| 2.1 |                                                                            | Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |
| 3   | Maintenance of NSP in accordance with CFA assessment<br>See section 2.1(c) | Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment?<br><i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>                                                               | Significant costs would be incurred by Council in establishing and maintaining the site. With the provision of significant resources/funding for works and ongoing maintenance from the Fire Services Commissioner/Department of Justice it is felt by the committee that the site could be maintained to comply with CFA's assessment requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes<br>If funded<br>by FSC |
| 4   | Opening of the NSP<br>See section 2.1(d)                                   | Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.<br>Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.                                                                                   | As the potential site is an Open Space NSP, this is not deemed to be relevant. It is felt that it is both possible and practicable to make the potential NSP available for use on a 24 hour basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Yes                        |
| 4.1 |                                                                            | What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?                                                                                                                                                                                                                                            | Not deemed relevant as the potential site would be an Open Space NSP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A                        |
| 4.2 |                                                                            | Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?                                                                                                                                                                                                                                                                                                              | It is not envisaged that the site once established would be used for any unintended purposes that would compromise its use as a NSP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes                        |
| 5   | Defendable space and fire suppression activities<br>See section 2.1(e)     | Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?<br><i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i> | The site is deemed to have potential sufficient defendable space; however the provision of significant resources/funding for works and ongoing maintenance from the Fire Services Commissioner/Department of Justice is required to achieve this outcome.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes<br>If funded<br>by FSC |
| 5.1 |                                                                            | Will approval be required under legislation such as the Environment Protection and Biodiversity Conservation Act 1999 (Cw/ln), Flora and Fauna Guarantee Act 1988 (Vic) and the Planning and Environment Act 1987 (Vic)? Can such approval be obtained before the NSP is established?                                                                                                                                                                  | Approval will be required under legislation such as the Environment Protection and Biodiversity Conservation Act 1999 (Cw/ln), Flora and Fauna Guarantee Act 1988 (Vic) and the Planning and Environment Act 1987 (Vic). It is envisaged that those approvals will be able to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Yes<br>If funded           |

## Neighbourhood Safer Place Plan Criteria - Desktop Assessment Check List

| Council NSPP Criteria |                                                         | Issues to consider                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Council comments                                                                                                                                                                                                                                                                                                                                                                                                                | Satisfied?<br>Yes/No           |
|-----------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 6                     | Defendability of buildings<br>See section 2.1(f)        | If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?                                                                                                                                                                                                                                                                 | Not applicable as this is an Open Space potential NSP.                                                                                                                                                                                                                                                                                                                                                                          | N/A                            |
| 7                     | Signage<br>See section 2.1(g)                           | Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?<br>If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?                                                                                                                                                                                                                                                               | There is sufficient space to erect NSP signage.<br>Not applicable as the potential NSP would be on Council owned land provided the provision of significant funding to purchase the land is made available by the Fire Services Commissioner/Department of Justice.                                                                                                                                                             | Yes<br>N/A<br>If funded by FSC |
| 8                     | Maintenance and maintainability<br>See section 2.1(h)   | Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?<br>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.                                                                                                                                         | Significant costs would be incurred by Council in maintaining the site to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria. With the provision of significant resources/funding for ongoing maintenance from the Fire Services Commissioner/Department of Justice it is felt by the committee that ongoing maintenance to ensure continuing compliance of the site can be achieved. | Yes<br>If funded by FSC        |
| 9                     | Disabled access<br>See section 2.1(i)                   | Are there any means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?                                                                                                                                                                                                                                                                                                                                       | Not deemed relevant as the potential site is an Open Space NSP.                                                                                                                                                                                                                                                                                                                                                                 | N/A                            |
| 10                    | Alternative uses of potential NSP<br>See section 2.1(j) | Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?<br>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue to the extent practicable in the circumstances while the place is being used as an NSP. | Council is confident that it can manage any alternative uses which may be made of the potential NSP to ensure these uses will not compromise the function of the place as a potential NSP.                                                                                                                                                                                                                                      | Yes                            |
| 11                    | Community Communication<br>See section 2.1(k)           | Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?                                                                                                                                                                                                                                                                                                                              | With the provision of resources/funding from the Fire Services Commissioner/Department of Justice it is felt by the committee that it will be possible to ensure excellent community engagement in the potential NSP establishment process as well as community awareness of the location, and the risks associated with using the potential NSP.                                                                               | Yes<br>If funded by FSC        |

The above desktop assessment of the old Forrest Timber Mill Site was undertaken by the Colac Otway Shire Municipal Fire Management Planning Committee on Monday 11 April 2011. The committee carefully considered the criteria in the Municipal Neighbourhood Safer Places Plan (MNSPP). The Forrest Timber Mill site was found to generally comply with the MNSPP criteria, based on the assumption that funding would be available from the Fire Services Commissioner/Department of Justice.

## Neighbourhood Safer Place Plan Criteria - Desktop Assessment Check List

## Carlisle River Recreation Reserve – Gellibrand River Road, Carlisle River

| No. | Council NSPP Criteria                                                      | Issues to consider                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Council comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Satisfied?<br>Yes/No       |
|-----|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 1   | Consents and rights of access<br>See section 2.1(f)                        | If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.                                                                                                                                                                                                                                                                                                                         | The Carlisle River Recreation Reserve encompasses an area of approximately 3.3 hectares (8.15 acres) and is owned by Council. The site is managed by a special committee appointed by resolution of Council. The committee is known as the Carlisle River Recreation Reserve Management Committee. Consents and rights of access are highly likely to be able to be obtained.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes                        |
| 1.2 |                                                                            | If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to:<br><ul style="list-style-type: none"> <li>access the site and surrounding areas for maintenance; and</li> <li>erect appropriate signage at the NSP.</li> </ul>                                                                                                                      | Not applicable as land is owned by Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A                        |
| 2   | Access and egress<br>See section 2.1(f)                                    | Do access routes to the potential NSP allow for:<br><ul style="list-style-type: none"> <li>the anticipated potential number of people to move to and from the place; and</li> <li>the CFA and other emergency services to attend the place for asset and personnel protection activities?</li> </ul>                                                                                                                                                                                                                                                                                | It is the consensus of the MFMNC that in their current state none of the roads viewed would be safe enough to recommend for usage during a fire event by people travelling to the reserve as a place of last resort. The committee agreed that a very large amount of vegetation modification would be required to make each road compliant with Council NSPP Criteria. Furthermore a significant amount of ongoing maintenance would be required to maintain the standard. The required vegetation management activities and maintenance cannot be undertaken through works that are both possible and practicable having regard to the resources of Council. With the provision of significant resources/funding for works and ongoing maintenance from the Fire Services Commissioner/Department of Justice it is felt by the committee that actions could be undertaken to improve and maintain access and egress at an acceptable level. | Yes<br>If funded<br>by FSC |
| 2.1 |                                                                            | Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |
| 3   | Maintenance of NSP in accordance with CFA assessment<br>See section 2.1(c) | Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment?<br><i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>                                                                                                                                                                                            | Significant costs would be incurred by Council in establishing and maintaining the site. With the provision of significant resources/funding for works and ongoing maintenance from the Fire Services Commissioner/Department of Justice it is felt by the committee that the site could be maintained to comply with CFA's assessment requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes<br>If funded<br>by FSC |
| 4   | Opening of the NSP<br>See section 2.1(d)                                   | Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.<br>Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.<br>What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council? | As the potential site is an Open Space NSP, this is not deemed to be relevant; however it is important to note that the site is managed by a Special Committee appointed by resolution of Council. This Committee currently manages the fire hazard at the site by allowing a neighbouring dairy farmer to graze the site. It is felt that it is both possible and practicable to make the potential NSP available for use on a 24 hour basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes                        |
| 4.1 |                                                                            | What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?                                                                                                                                                                                                                                                                                                                                                                         | Not deemed relevant as the potential site would be an Open Space NSP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | N/A                        |
| 4.2 |                                                                            | Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?                                                                                                                                                                                                                                                                                                                                                                                                                                           | The site is currently used for grazing by a local farmer and also for casual sporting activities. It is not felt by the committee that these activities would impact upon its use as a NSP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes                        |
| 5   | Defendable space and fire suppression activities<br>See section 2.1(e)     | Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?<br><i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>                                                                                                                              | The site is deemed to have sufficient defendable space.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes                        |

## Neighbourhood Safer Place Plan Criteria - Desktop Assessment Check List

## Carlisle River Recreation Reserve – Gellibrand River Road, Carlisle River

| No. | Council NSPP Criteria                                   | Issues to consider                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Council comments                                                                                                                                                                                                                                                                                                                                                                                                                | Satisfied? Yes/No       |
|-----|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 5.1 |                                                         | Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?                                                                                                                                                                                             | Approval will be required under legislation such as the Environment Protection and Biodiversity Conservation Act 1999 (Cwth), Flora and Fauna Guarantee Act 1988 (Vic) and the Planning and Environment Act 1987 (Vic). It is envisaged that these approvals will be able to be obtained with the provision of significant resources/funding from the Fire Services Commissioner/Department of Justice.                         | Yes<br>If funded by FSC |
| 6   | Defendability of buildings<br>See section 2.1(f)        | If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?                                                                                                                                                                                                                                                                   | Not applicable as this is an Open Space potential NSP. However, there is some concern by the MFMPC that buildings adjoining the site may be used inappropriately by individuals to shelter in during a fire event. These buildings have not been assessed; they are quite old and not constructed in line with current building requirements for a wildfire management overlay area.                                            | N/A                     |
| 7   | Signage<br>See section 2.1(g)                           | Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?                                                                                                                                                                                                                                                                                                                                                                                                            | There is sufficient space to erect general NSP signage; however, it is felt by the MFMPC that it would not be possible to erect specific signage on the cricket pitch in the centre of the recreation reserve as identified by CFA on a permanent basis, as the reserve has other uses including grazing and sporting activities.                                                                                               | Yes                     |
| 7.1 |                                                         | If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?                                                                                                                                                                                                                                                                                                                                                               | Not applicable as potential NSP is on Council owned land.                                                                                                                                                                                                                                                                                                                                                                       | N/A                     |
| 8   | Maintenance and maintainability<br>See section 2.1(h)   | Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?<br>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.                                                                                                                                           | Significant costs would be incurred by Council in maintaining the site to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria. With the provision of significant resources/funding for ongoing maintenance from the Fire Services Commissioner/Department of Justice it is felt by the committee that ongoing maintenance to ensure continuing compliance of the site can be achieved. | Yes<br>If funded by FSC |
| 9   | Disabled access<br>See section 2.1(i)                   | Are there any means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?                                                                                                                                                                                                                                                                                                                                         | Not deemed relevant as the potential site is an Open Space NSP.                                                                                                                                                                                                                                                                                                                                                                 | N/A                     |
| 10  | Alternative uses of potential NSP<br>See section 2.1(j) | Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?<br>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP. | Council is confident that it can manage the alternative uses which may be made of the potential NSP to ensure these uses will not compromise the function of the place as a potential NSP.                                                                                                                                                                                                                                      | Yes                     |
| 11  | Community Communication<br>See section 2.1(k)           | Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?                                                                                                                                                                                                                                                                                                                                | With the provision of resources/funding from the Fire Services Commissioner/Department of Justice it is felt by the committee that it will be possible to ensure excellent community engagement in the potential NSP establishment process as well as community awareness of the location, and the risks associated with using the potential NSP.                                                                               | Yes<br>If funded by FSC |

The above desktop assessment of the Carlisle River Recreation Reserve was undertaken by the Colac Otway Shire Municipal Fire Management Planning Committee on Monday 11 April 2011. The committee carefully considered the site against the criteria in the Municipal Neighbourhood Safer Places Plan (MNSPP). The Carlisle River Recreation Reserve was found to generally comply with the MNSPP criteria, based on the assumption that funding would be available from the Fire Services Commissioner/Department of Justice.



## Neighbourhood Safer Place (Place of Last Resort) Site Assessment Report

---

Wye River Surf Life Saving Club  
Wye River

Reference: Wye River NSP Site Assessment Report  
Taskforce 23  
3 May 2011

Colac Otway Shire

---

## **Table of Contents**

---

|                                                                                                              |    |
|--------------------------------------------------------------------------------------------------------------|----|
| 1. Executive Summary.....                                                                                    | 3  |
| 2. Introduction.....                                                                                         | 6  |
| 3. NSP process for establishing and maintain NPSs identified and assessed prior to 31<br>December 2009 ..... | 7  |
| 4. Site Identification.....                                                                                  | 8  |
| 5. Compliance Standards.....                                                                                 | 10 |
| 6. Assessment Approach .....                                                                                 | 10 |
| 7. Findings & Discussion.....                                                                                | 12 |
| 8. Recommendations.....                                                                                      | 15 |
| Appendix A CFA Assessment Report                                                                             |    |
| Appendix B Taskforce 23 Action Plan Wye River                                                                |    |
| Appendix C Neighbourhood Safer Place Costing Estimate – Wye River Surf Life Saving Club                      |    |
| Appendix D Wye River NSPP Criteria Desktop Assessment Checklist                                              |    |

## 1. Executive Summary

---

In response to the Interim 2009 Bushfires Royal Commission Recommendation 8.5, the Victorian Government introduced legislation which requires the Country Fire Authority (**CFA**) to certify Neighbourhood Safer Places (**NSPs**) against the CFA's Assessment Guidelines, and Victoria's Councils to identify, designate, establish and maintain suitable sites as NSPs in their municipal districts.

In relation to the site known as Wye River Surf Life Saving Club, Wye River being assessed as a NSP, the Colac Otway Shire through the support of the Municipal Fire Management Planning Committee (**MFMP**C), and the Municipal Emergency Management Planning Committee (**MEM**PC), CFA Barwon South West Region and the Victorian Government Taskforce 23, undertook assessments in line with current guidelines and expected practices.

In October 2009 CFA assessed the site described as Wye River Surf Life Saving Club, Wye River the against the CFA NSP Interim Assessment Guideline (2009/10 Fire Season) Version 3.1 - October 2009, and deemed that the site at the time of assessment to be not complaint.

An investigation and review was undertaken in August 2010 by the Victorian Government NSP Project Taskforce 23 which identified the Wye River Surf Life Saving Club as a potential NSP requiring further investigation.

Project Taskforce 23 was commissioned to inspect and evaluate neighbourhood safer place sites in various locations throughout Victoria that had failed to meet compliance with CFA and municipal criteria. Taskforce 23's brief was to understand the reasons for non-compliance and investigate potential options that may enable designation or provide appropriate alternative bushfire safety solution(s) for the communities involved. It was hoped that with the potential for additional funding to undertake modifications, neighbourhood safer places could be established within some of these locations. The initiative was a "Whole of Government" review. For the purpose of this review, and to support the review with legislative powers, CFA lead the review for Government.

Further investigation in April 2011 by Colac Otway Shire and the MFMP C against the Neighbourhood Safer Places Plan (**NSPP**) criteria found the site to be generally

not compliant with NSPP criteria and as such determined that Council should not proceed with further investigations, designation or establishment.

Unless Council, on whatever grounds sees fit to decide otherwise, having **not** successfully passed all current Neighbourhood Safer Places Plan (**NSPP**) criteria that has been established by the State Government, CFA, MAV and the Colac Otway Shire, it is recommended that:

1. The Colac Otway Shire **does not** proceed with further investigation, designation or establishment of the area as described and detailed within the NSP Site Assessment Report which is located within the Wye River Surf Life Saving Club, Wye River as a Neighbourhood Safer Place.

This recommendation not to proceed with further investigation, designation or establishment of the site as a Neighbourhood Safer Place is based on the following findings:

- The building does not have capacity to accommodate the number of people expected to seek shelter there.
- The potential NSP site is not surrounded by sufficient open space to enable CFA to conduct asset protection and fire suppression operations.
- Appropriate and satisfactory access and egress routes are not available, nor may they be able to be established with significant funding provided by the Fire Services Commissioner/Department of Justice.
- The type and amount of vegetation along access and egress routes could be affected by fire and pose a risk of harm to those seeking access to the potential NSP, or otherwise block access to the NSP.
- Appropriate vegetation management activities cannot be maintained through minor works that are both possible and practical having regard to the resources available to council.
- The potential NSP is a building known as the Wye River Surf Life Saving Club; this building is located on Crown Land (that needs to be resurveyed to reflect the current occupation). This portion of land is a direct lease under the Surf Life Saving Act to the Surf Life Saving Association, who in turn have an agreement with the Wye River Surf Life Saving Club. The surrounding land is managed by the Otway Coast Committee of Management Inc, and includes the caravan park at the rear of the Surf Life Saving Club that they directly manage. The land is permanently reserved for the Protection of Coastline and any works on this (and the Surf Life Saving Club) require

consent from DSE under the *Coastal Management Act 1995*. It is not known if Council would be able to enter into arrangements which would allow it to use the land as a potential NSP on reasonably satisfactory terms.

- It may be possible but not practicable to ensure the NSP is available for use on a 24 hour basis during the declared Fire Danger Period, as the building has a primary use as a Surf Life Saving Club and as such holds items of significant community safety importance and value.

## 2. Introduction

---

In its interim Report, the 2009 Victorian Bushfires Royal Commission recommended that neighbourhood safer places, be identified and established to provide persons in bushfire affected areas with a place of last resort during a bushfire<sup>1</sup>.

In response to this recommendation, the Victorian Government in late 2009 introduced the *Emergency Services Legislation Amendment Act 2009 (ESLA Act)* which amends the *Country Fire Authority Act 1958 (CFA Act)* and the *Emergency Management Act 1986 (EM Act)*. The effect of these amendments requires the CFA to certify NSPs against the CFA's Assessment Guidelines, and Councils within Victoria to identify, designate, establish, maintain and decommission NSPs in their municipal districts.

NSPs are not community fire refuges or emergency relief centres. NSPs are **places of last resort** during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Depending on the direction of a particular fire, it may not be 'a safer place' to assemble than other places within the municipal district. At that point in time it almost certainly will be a matter for individual judgement and decision, as to which if any NSP a person or persons should travel, in the presence of fire.

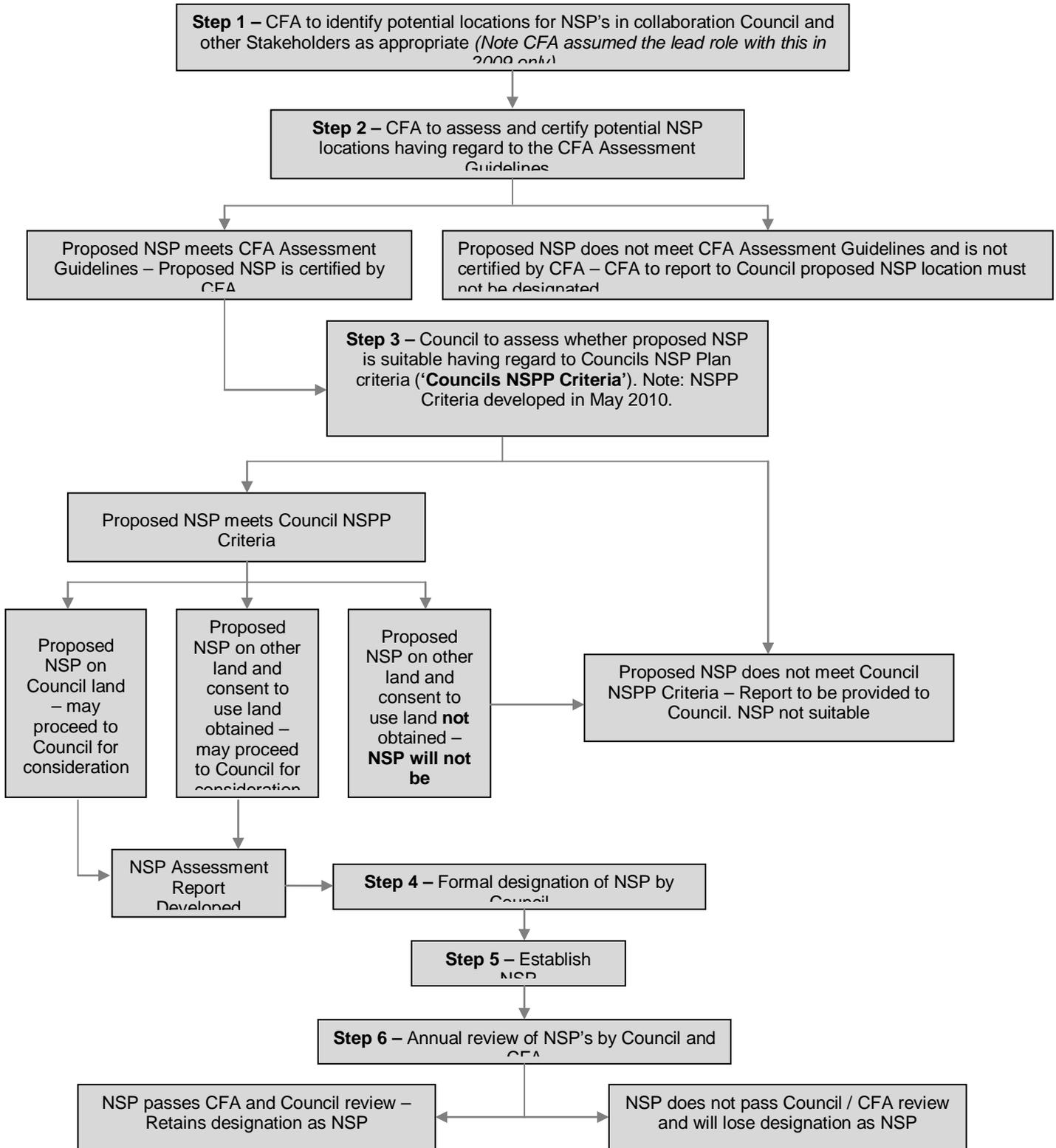
NSPs will be assessed by the CFA as providing some protection from immediate risk of direct fire attack, but not necessarily from other risks, such as flying embers.

It is impossible to determine the variables of people's behaviour and actions during the stresses of an emergency situation. It is also impossible to precisely determine localised affects of weather during fire events and the resulting impact of fire at any particular location on any given high risk day. In understanding this, the assessment has included many assumptions in identifying possible sites that may provide some form of protection from radiant heat during the passage of a fire.

---

<sup>1</sup> Recommendation 8.5, 2009 Victorian Bushfires Royal Commission Interim Report

### 3. NSP process for establishing and maintain NPSs identified and assessed prior to 31 December 2009



1.

## 4. Site Identification

### Identification of potential NSP site

On 31 July 2009 the CFA led a process of identification of potential NSP sites within Colac Otway Shire. CFA did this in consultation with representatives from Council, Department of Sustainability and Environment (**DSE**), Parks Victoria, Victoria Police, Barwon Water and Powercor. The initial focus was to identify potential NSPs in each town within the municipality that had been assessed using the Victorian Fire Risk Register – Wildfire (**VFRR**) tool, as having a risk rating of Extreme and a priority ranking of 1A, 1B or 1C, and for which CFA were developing a Township Protection Plan (**TPP**). These towns included; Barongarook, Barwon Downs, Forrest, Carlisle River, Kawarren, Beech Forest, Lavers Hill, Marengo, Kennett River and Wye River/Separation Creek. This process identified the Wye River Surf Life Saving Club situated on the Great Ocean Road within the township of Wye River as shown in figure 1 below.



**Figure 1 above.** Wye River township map showing proposed potential NSP Site (A) Aerial photography used as map base is from 2005

**Figure 2 below.** Wye River Surf Life Saving Club (two storey building - potential NSP) viewed from the beach.



### **Locality description**

Wye River is a small town on the Great Ocean Road between Lorne and Apollo Bay, approximately 155 km west of Melbourne. The town's population varies considerable throughout the year, with approximately 90 people permanently residing in the township. During the peak summer holiday season up to 5000 people visit and stay in the township at any one time.

Wye River was first settled in 1882, and takes its name from a river in the United Kingdom and was originally called 'The Wye'. Tourists and fisherman began to visit the area in 1895 and in 1899 the first jetty was built. Timber milling in the area began in 1900 and was later abandoned in 1919. Wye River did not experience significant development until after the construction of the Great Ocean Road in 1932. The Wye River Foreshore Committee was formed in 1985 to maintain the foreshore area and camping ground. There has been continued development over the years and Wye River is known internationally as a holiday destination.

The township retains much indigenous vegetation, which is reflected in the gardens and streetscapes. The forested hillsides and coast are important and visible features throughout the township. Housing on the steeper slopes is set into the landscape and is largely hidden from view from the Great Ocean Road.

The township has a Post Office, General Store, Cafe and Hotel.

Additional community facilities include:

- Fire Station;
- Surf Life Saving Club – bunkhouse and clubrooms;
- Big 4 Tourist Park;
- Foreshore Reserve with 60 powered camp sites;

- Internet Kiosk;
- Patrolled Beach (seasonal);
- Rainforest Walks;
- Wide selection of accommodation available;
- Kids Club available during holiday periods;
- Public Toilets;
- Playground.

The township and surrounding area support the following community groups:

- Surf Life Saving Club Committee;
- Progress Association, which produces a community newsletter;
- Otway Coast Committee;
- CFA;
- CFA Auxiliary;
- Harrington Memorial Committee;
- Sporting and Social Club of Wye River, Separation Creek and Kennett River;
- Playgroup.

*The population estimate above is based on local resident knowledge.*

*The population estimate in Appendix A; CFA Assessment Report is taken from "Peak Overnight Population in Selected Locations – Barwon Region December 2007".*

### **NSP Specific Site description**

Wye River Surf Life Saving Club is situated on the Wye River Foreshore adjacent to the Great Ocean Road within the township of Wye River.

The Wye River Foreshore abuts the Great Ocean Road on the north, west and north eastern sides and the ocean on the south and south east.

## **5. Compliance Standards**

The assessment of the site was done in line with the:

- The CFA NSP Interim Assessment Guideline (2009/10 Fire Season) Version 3.1 - October 2009
- Colac Otway Shire NSPP
- Colac Otway Shire NSPP Criteria

## 6. Assessment Approach

---

Eight stages of assessment were made on this site.

- 1) In July 2009 CFA led a process of identification of the site in consultation with representatives from Council, DSE, Parks Victoria, Victoria Police, Barwon Water and Powercor. The VFRR – wildfire tool was used to determine a risk rating and priority ranking.
- 2) In October 2009 CFA conducted an assessment of the potential NSP site against the CFA NSP Interim Assessment Guideline (2009/10 Fire Season) Version 3.1 - October 2009. This was done by appropriately qualified and experienced CFA personnel. The site was assessed as being **not compliant** at the time of the assessment. This report can be viewed in Appendix A.
- 3) In August 2010 the Victorian Government “Taskforce 23”, led a process of identification of the site in consultation with representatives from Office of the Emergency Services Commissioner (**OESC**), CFA, MAV, Council, DSE, Parks Victoria and Victoria Police. The VFRR – wildfire tool was used to identify and assess potential new site options and to review the previously determined risk rating and priority ranking.
- 4) In August 2010 Taskforce 23 conducted an assessment of the potential NSP location against the CFA NSP Interim Assessment Guideline (2009/10 Fire Season) Version 3.1 - October 2009. This site assessment process also identified potential impediments and works required to be undertaken in order for the site to meet CFA’s assessment criteria. Estimated costing of works required was also undertaken by the Taskforce. A report prepared by the Taskforce detailing costs and potential funding offered was provided to Council in the form of a document titled; Action Plan(s) Implementation Briefing Paper 23 High Bushfire Risk Zones – Shelter in Place Review *Neighbourhood Safer Places and Other Bushfire Safety options*, was received by Council in December 2010. Excerpts of this report relevant to Wye River Surf Life Saving Club can be viewed in Appendix B.

- 5) In August 2010 Council undertook an assessment to provide an estimate of costs for establishing a NSP in accordance with the terms of reference of the "Whole of Government" project taskforce lead by CFA. Excerpts of this report relevant to Wye River Surf Life Saving Club can be viewed in Appendix C.
- 6) In April 2011 the MF MPC conducted a desktop assessment of the Wye River Surf Life Saving Club against the Colac Otway Shire NSPP Criteria. The results of this assessment can be viewed in Appendix D.
- 7) Concerns regarding the site being designated as a NSP were sought from Police, CFA, respective interested or associated parties and key operational Council staff.
- 8) The MF MPC and MEMPC were briefed and information sought on the site being designated as a NSP.

## **7. Findings & Discussion**

---

### **CFA Assessment**

CFA has developed guidelines to assess the suitability of potential sites as NSPs.

The key criteria considered by the CFA under the current CFA NSP assessment guidelines for this site were for a building and therefore the site needed to meet one of the following criteria;

- If a Neighbourhood Safer Place is a building, the appropriate separation distance greater than 140 metres from the outer edge of the building to the fire hazard; or
- Should be prescribed to ensure that the maximum potential heat impacting on the building is no more than 10kw/m<sup>2</sup>.

The CFA informed the Council on the 18 December 2009 in writing (Appendix A) that the Wye River Surf Life Saving Club was not compliant.

### **Taskforce 23 Assessment**

Following the Taskforce 23 assessment in August 2010, Council were notified in December 2010 by the Fire Services Commissioner that the Wye River Surf Life Saving Club had been identified and investigated as a potential NSP within the

municipality and that funding to the value of \$602,115.00 was available from the Department of Justice to progress designation and establishment of this NSP. This figure was \$200,000.00 less than that estimated by Council to establish the Wye River Surf Life Saving Club building as a NSP, and did not provide sufficient detail for Council. Over the ensuing months clarity has been sought from MAV and the Fire Services Commissioner.

The Action Plan as developed by Taskforce 23 for the Wye River provides the following advice:

- *This site poses some significant and complex issues associated with the stability of surrounding sand dunes and the influx of tourists during the holiday season. The Taskforce had neither the time nor the geotechnical expertise to consider these issues in sufficient detail to enable a resolution. The proposed NSP – PLR can be achieved if the required works are progressively undertaken and impediments overcome, however no alternative is available to manage the population increase concerns. Consideration should be given to the establishment of a purpose built fire refuge consistent with the revised OESC guidelines (proposed). VicPol have advised that evacuation is not an option for this site.<sup>2</sup>*

---

<sup>2</sup> Determining factors Action Plan Wye River

### **Site Assessment against NSP Plan Criteria**

In April 2011 the Colac Otway Shire MF MPC conducted a desktop assessment of the Wye River Surf Life Saving Club against the Colac Otway Shire NSPP Criteria, and deemed the site to be generally not compliant.

The NSPP Criteria was used to assist in the ultimate assessment.

#### Consents and Rights of Access

The potential NSP is a building known as the Wye River Surf Life Saving Club; this building is located on Crown Land (that needs to be resurveyed to reflect the current occupation). This portion of land is a direct lease under the Surf Life Saving Act to the Surf Life Saving Association, who in turn have an agreement with the Wye River Surf Life Saving Club. The surrounding land is managed by the Otway Coast Committee of Management Inc, and includes the caravan park at the rear of the Surf Life Saving Club that they directly manage. The land is permanently reserved for the Protection of Coastline and any works on this (and the Surf Life Saving Club) require consent from DSE under the *Coastal Management Act 1995*. It is not known

if Council would be able to enter into arrangements which would allow it to use the land as a potential NSP on reasonably satisfactory terms.

#### Access and Egress

In their current state many of the access and egress routes within the Wye River area would not be safe enough to recommend for usage during a fire event by people travelling to the site as a place of last resort. The current road system will not support the volume of traffic that would potentially be trying to access the NSP. The roads are steep, narrow and not easily navigable in normal conditions. Whilst funding has been identified and offered to support some vegetation modification, without a detailed arborist report it is not known what extent of vegetation modification would be required. A further complicating factor is the potential for landslips to occur if vegetation is removed.

Additionally significant cost would be incurred by Council in maintaining suitable access and egress to ensure continuing compliance with the CFA Fire Rating Criteria and Council NSPP Criteria. No funding has been identified or offered for this annual maintenance and it may not be both possible and practicable having regard to the resources available to council.

#### Opening of the NSP

It may be possible but not practicable to ensure the NSP is available for use on a 24 hour basis during the declared Fire Danger Period, as the building's primary use is a Surf Life Saving Club and as such holds items of significant community safety importance and value.

#### Defendable Space

The site does **not** have sufficient open space to enable CFA to conduct asset protection and fire suppression operations. Additionally there are concerns about the potential radiant heat output on the Surf Life Saving Club building from the immediately adjacent camping ground, this was not considered by CFA in their assessment of the site.

#### Defendability of Buildings

The potential NSP is likely to be subject to ember attack, this risk can be treated by building modification works through the provision of funding from the Fire Services Commissioner/Department of Justice. However ongoing maintenance costs are unknown and may not be both possible and practical having regard to the resources available to Council.

A further concern is that the building does not have the capacity to accommodate the number of people expected to seek shelter there. During the peak tourist season the population increases to approximately 5000.

#### Signage

There sufficient space to erect general NSP signage.

#### Maintenance of NSP

Significant cost would be incurred by Council in maintaining the site to ensure continuing compliance with the CFA Fire Rating Criteria and Council NSPP Criteria. Ongoing maintenance costs may not be both possible and practical having regard to the resources available to council.

#### Disabled Access

The Surf Life Saving Club has a ramp to support access for disable persons to the Club Rooms (second storey), however there is concern that disable parking provisions may not be adequate for this situation.

#### Alternative Uses of NSP

The site is currently used for Surf Life Saving Club activities and the immediate adjoining area for camping. The Surf Life Saving Club patrols the beach from early December till late April on Weekends and Public Holidays each year.

#### Communication with the Community

Council is able to ensure good communication with all property owners in relation to the potential NSP.

#### Public Liability Insurance

As a matter of prudent risk management, Council should have regard to:

- any additional factors which are relevant to Council's maintenance of insurance coverage for legal claims relating to the identification, suitability, designation, establishment, maintenance and decommissioning of a place as a NSP, as well as travel to a NSP;
- any indemnity provided by the State of Victoria; and
- any statutory defences to claims.

## 8. Recommendations

---

As per the Emergency Service Legislation Bill 2009, municipal councils must identify and designate places as neighbourhood safer places within their municipal district. In regards to this designation the Council must only designate sites that have passed the CFA Assessment Guidelines and may have regard to its Municipal Neighbourhood Safer Places Plan.

Having not passed all current NSP criteria established by the State Government, CFA, MAV and the Colac Otway Shire, it is recommended that:

1. The Colac Otway Shire **does not** further investigate, designate or establish the area as described and detailed within the NSP Site Assessment Report which is located within Wye River Surf Life Saving Club, Wye River as a Neighbourhood Safer Place.

This recommendation not to further progress investigation, designation or establishment of the site as a Neighbourhood Safer Place is based on the following findings:

- The building does not have capacity to accommodate the number of people expected to seek shelter there.
- The potential NSP site is not surrounded by sufficient open space to enable CFA to conduct asset protection and fire suppression operations.
- Appropriate and satisfactory access and egress routes are not available, nor may they be able to be established with significant funding provided by the Fire Services Commissioner/Department of Justice.
- The type and amount of vegetation along access and egress routes could be affected by fire and pose a risk of harm to those seeking access to the potential NSP, or otherwise block access to the NSP.
- Appropriate vegetation management activities cannot be maintained through minor works that are both possible and practical having regard to the resources available to council.
- The potential NSP is a building known as the Wye River Surf Life Saving Club; this building is located on Crown Land (that needs to be resurveyed to reflect the current occupation). This portion of land is a direct lease under

the Surf Life Saving Act to the Surf Life Saving Association, who in turn have an agreement with the Wye River Surf Life Saving Club. The surrounding land is managed by the Otway Coast Committee of Management Inc, and includes the caravan park at the rear of the Surf Life Saving Club that they directly manage. The land is permanently reserved for the Protection of Coastline and any works on this (and the Surf Life Saving Club) require consent from DSE under the *Coastal Management Act 1995*. It is not known if Council would be able to enter into arrangements which would allow it to use the land as a potential NSP on reasonably satisfactory terms.

- It may be possible but not practicable to ensure the NSP is available for use on a 24 hour basis during the declared Fire Danger Period, as the building has a primary use as a Surf Life Saving Club and as such holds items of significant community safety importance and value.

# **Appendix A**

## **CFA Assessment Report**



**Neighbourhood Safer Places**  
Site Assessment Report / Barwon Corangamite Area

**Location Details**

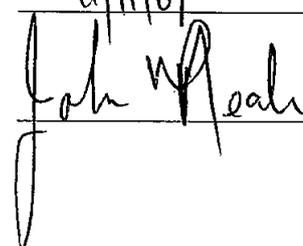
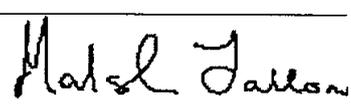
Site Name Wye River Surf Club  
 Address Great Ocean Rd, WYE RIVER 3221  
 Map Book Vicmap Central Region – Map 8200 – Wye River Map F12  
54H – 0751773 - UTH – 5719864  
 Map Reference E \_\_\_\_\_ N \_\_\_\_\_ Zone \_\_\_\_\_  
 GPS Coordinates Latitude 38°38'2.27"S Longitude 143°53'32.30"E  
 Municipality Colac Otway Shire  
 Brief description of use Surf Club, functions etc

Trax Details Site # 320408 Job # 368535

**Assessment Details**

|                | <b>Preliminary Site<br/>Assessment Officer</b>                                      | <b>Authorised Bushfire Attack<br/>Assessment Officer</b>                             |
|----------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Name           | <u>Robert M Smith</u>                                                               | <u>Phillip Wall</u>                                                                  |
| Contact Number | <u>0419 313 007</u>                                                                 | <u>0418 315 324</u>                                                                  |
| Date           | <u>11/11/09</u>                                                                     | <u>11/11/09</u>                                                                      |
| Signature      |  |  |

**Endorsement Details**

|           | <b>Manager Community Safety</b>                                                     | <b>Operations Manager</b>                                                            |
|-----------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Name      | <u>John Mealia</u>                                                                  | <u>Malcolm Fallon</u>                                                                |
| Date      | <u>11/11/09</u>                                                                     | <u>10 November 2009</u>                                                              |
| Signature |  |  |



|                           |                      |
|---------------------------|----------------------|
| <b>Date of Inspection</b> | 13 & 22 October 2009 |
|---------------------------|----------------------|

**NSP Assessment Team**

|                                          |                      |                              |                                                                              |                                  |                     |
|------------------------------------------|----------------------|------------------------------|------------------------------------------------------------------------------|----------------------------------|---------------------|
| <b>Local CFA<br/>Brigade Rep</b>         | Capt Roy<br>Morarity | <b>DSE/Parks<br/>Vic Rep</b> | John McDonald<br>Tim Gazzard                                                 | <b>Council<br/>MFPO/MERO</b>     | Stewart<br>Anderson |
| <b>Council<br/>Building<br/>Surveyor</b> | Matthew<br>Hudson    | <b>Vic Police</b>            | Sgt David Hand/Apollo Bay<br>Sen Sgt Ken Slingsby<br>Sen Const Peter Scanlon | <b>CFA Catchment<br/>Officer</b> | Dean Manson         |
| <b>CFA Fire<br/>Safety Officer</b>       | Bob Smith            | <b>CFA BSO</b>               | Phillip Wall (note taker)                                                    |                                  |                     |

| Number | ASSESSMENT CRITERIA                                                                                                                                                                                     | ASSESSMENT RESULTS                                                                                                                                                                                                         |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.0    | <b>Building Available to NSP</b><br>Priority to find NSP with building with:-                                                                                                                           | Building assessed by Shire Building Surveyor                                                                                                                                                                               |
| 1.1    | Shelter                                                                                                                                                                                                 | Surf Club                                                                                                                                                                                                                  |
| 1.2    | Water                                                                                                                                                                                                   | Yes                                                                                                                                                                                                                        |
| 1.3    | Electricity                                                                                                                                                                                             | Yes                                                                                                                                                                                                                        |
| 1.4    | Phone                                                                                                                                                                                                   | Yes                                                                                                                                                                                                                        |
|        |                                                                                                                                                                                                         | Yes                                                                                                                                                                                                                        |
|        |                                                                                                                                                                                                         | Building is fitted with a sprinkler/pump system. 38mm hose outlets hard plumbed to two locations around building.                                                                                                          |
| 2.0    | <b>People</b>                                                                                                                                                                                           | Population figures taken from "Peak Overnight Population in Selected Locations - Barwon Region December 2007"                                                                                                              |
| 2.1    | People methodology based on 30% of overall Population<br>Number of people X 30% = y<br>= $\sqrt{y}$<br>= $y^2$<br>Overall area m <sup>2</sup> required = x + y = m <sup>2</sup>                         | Using methodology:-<br>Pop 4073<br>30% = 1221 = <b>34m<sup>2</sup></b>                                                                                                                                                     |
| 3.0    | <b>Car Parking</b>                                                                                                                                                                                      | Population figures taken from "Peak Overnight Population in Selected Locations - Barwon Region December 2007"                                                                                                              |
| 3.1    | Adequate parking for anticipated number of vehicles.<br>Car Park area methodology based on 30% of overall Population divided by 2.<br>Number of cars X 4m X 3m = x<br>= $\sqrt{x}$<br>= xm <sup>2</sup> | Using methodology:-<br>Pop 4073<br>30% = 1221 people/cars = 610 cars<br>63 = <b>85m<sup>2</sup></b><br><br><b>TOTAL AREA REQUIRED = 34 + 85 = 119m<sup>2</sup></b><br><br><b>Parking available on site = 10,309 sq mts</b> |
| 3.2    | Fuel load/type adjacent to car park area                                                                                                                                                                | See site assessment                                                                                                                                                                                                        |
| 4.0    | <b>Access</b><br>Road width, clearance and road condition allow easy access for CFA appliances.                                                                                                         | Access off Gt Ocean Rd. all from sealed roads. Adequate access for emergency and private vehicles.                                                                                                                         |



|                                        |                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5.0</b>                             | <b>Trees/Vegetation along Route</b><br>Fuel loads enroute to NSP<br><br>Likelihood for trees to fall under severe weather conditions                                          | Minimum trees bordering immediate area of proposed NSP however access roads leading to township pass through heavily treed areas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>6.0</b><br><b>6.1</b><br><b>6.2</b> | <b>Location of NSP Signage</b><br>Identify location/number of signage to identify NSP<br><br>Has an agreement been made with council re placement of the appropriate signage? | Municipality responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>7.0</b>                             | <b>General / Comments</b>                                                                                                                                                     | Site is also local foreshore caravan/camping park. During holiday period <b>NO</b> parking would be available on site. Some parking available at gen store, beach etc                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>8.0</b>                             | Has there been consultation with the local CFA brigade/Captain re the inclusion of this location as a NSP or identification of other possible NSP's?                          | Yes. Met with Captain Roy Morarity on site 22 10 2009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>9.0</b>                             | Has the Municipality been formally contacted re identification/inclusion of this location as a NSP?                                                                           | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>10.0</b>                            | Has the proposed NSP been fully endorsed by all members of the "Assessment Team"?                                                                                             | Meeting of the Colac Otway NSP Assessment team held at Colac Otway COPAC bldg on 6-11-2009. Present- from Colac Otway Shire – Mark Gunning/OS&D Manager, Stewart Anderson/E&CS Manager, Wendie Fox/MFPO. From Vic Pol Sgt David Hand, Apollo Bay, Sen Const Peter Scanlon, Colac. From CFA OO Dean Manson, Bob Smith FSO, Phillip Wall BSFO. Apologies from Sen SGT Ken Slingsby, Tim Gazzard Parks, John McDonald DSE.<br><br>Follow up phone contact with, Tim Gazzard Parks, John McDonald DSE re outcome of meeting 10-11-2009.<br><br>All agreed with CFA recommendations for this location. |
| <b>11.0</b>                            | Has consent being obtained from the owner of a NSP and have they agreed to it being able to be opened 24/7 during the FDP?                                                    | Municipality responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>12.0</b>                            | Has the potential NSP being endorsed by the Municipal EMPC and final approval received from Council?                                                                          | Municipality responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| <b>Not Compliant</b>                                                                                                                                | <b>Compliant</b> | <b>Compliant with Conditions</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------|
| We don't believe we can achieve the required radiant heat flux levels without major vegetation modifications in the dunes adjacent to the building. |                  |                                  |



Site Information

Step 1: Assess the distance between the NSP and the predominant vegetation type within 350m in each of the four directions below. Also record an estimate of the height of the vegetation (use Attachment 1 to record field notes)

| WMO<br>Vegetation Type       | BAA<br>Vegetation Type | North             |                 | East              |                 | South             |                 | West              |                 |
|------------------------------|------------------------|-------------------|-----------------|-------------------|-----------------|-------------------|-----------------|-------------------|-----------------|
|                              |                        | Distance<br>(mts) | Height<br>(mts) | Distance<br>(mts) | Height<br>(mts) | Distance<br>(mts) | Height<br>(mts) | Distance<br>(mts) | Height<br>(mts) |
| Tall Forest                  | Wet Sclerophyll Forest |                   |                 |                   |                 |                   |                 |                   |                 |
| Medium Forest                | Dry Sclerophyll Forest |                   |                 |                   |                 |                   |                 | 96.0              | 30.0            |
| Woodland                     | Woodland               |                   |                 |                   |                 |                   |                 |                   |                 |
| Shrub & Heath                | Tall Heath             | 5.0               | 3.0             | 18                | 3.0             | 10.0              | 6.0             |                   |                 |
| Low Forest                   | Open Woodland          |                   |                 |                   |                 |                   |                 |                   |                 |
| Grassland with Minimal Trees | Grassland (Pasture)    |                   |                 |                   |                 |                   |                 |                   |                 |
| Cultivated Garden            | N/A                    |                   |                 |                   |                 |                   |                 |                   |                 |

Step 2: Determine the Effective Slope and the site slope in each of the four directions below. If the effective slope or site slope is an upslope, then record the slope as zero.

| WMO<br>Vegetation Type       | BAA<br>Vegetation Type | North                |                 | East                 |                 | South                |                 | West                 |                 |
|------------------------------|------------------------|----------------------|-----------------|----------------------|-----------------|----------------------|-----------------|----------------------|-----------------|
|                              |                        | Effective<br>Slope ° | Site<br>Slope ° |
| Tall Forest                  | Wet Sclerophyll Forest |                      |                 |                      |                 |                      |                 |                      |                 |
| Medium Forest                | Dry Sclerophyll Forest |                      |                 |                      |                 |                      |                 | 20 up<br>slope       | flat            |
| Woodland                     | Woodland               |                      |                 |                      |                 |                      |                 |                      |                 |
| Shrub & Heath                | Tall Heath             |                      | Flat            |                      | Flat            |                      | Flat            |                      |                 |
| Low Forest                   | Open Woodland          |                      |                 |                      |                 |                      |                 |                      |                 |
| Grassland with Minimal Trees | Grassland (Pasture)    |                      |                 |                      |                 |                      |                 |                      |                 |
| Cultivated Garden            | N/A                    |                      |                 |                      |                 |                      |                 |                      |                 |



Step 3: Determine the Overall Fuel Load for the site using the accepted Fuel Hazard Guide assessment procedure.

| North Aspect                       | Fuel Load<br>(Low, moderate etc) | Fuel Load<br>(Average t/ha) |
|------------------------------------|----------------------------------|-----------------------------|
| Surface Fuel Hazard =              | Low                              | 2                           |
| Elevated Fuel Hazard =             | Extreme                          | 10                          |
| Bark Hazard =                      | Low                              | 0                           |
| <b>Total Overall Fuel Hazard =</b> | <b>Extreme</b>                   | <b>12</b>                   |

| East Aspect                        | Fuel Load<br>(Low, moderate etc) | Fuel Load<br>(Average t/ha) |
|------------------------------------|----------------------------------|-----------------------------|
| Surface Fuel Hazard =              | Low                              | 2                           |
| Elevated Fuel Hazard =             | Extreme                          | 10                          |
| Bark Hazard =                      | Low                              | 0                           |
| <b>Total Overall Fuel Hazard =</b> | <b>Extreme</b>                   | <b>12</b>                   |

| South Aspect                       | Fuel Load<br>(Low, moderate etc) | Fuel Load<br>(Average t/ha) |
|------------------------------------|----------------------------------|-----------------------------|
| Surface Fuel Hazard =              | Low                              | 2                           |
| Elevated Fuel Hazard =             | Extreme                          | 10                          |
| Bark Hazard =                      | Low                              | 0                           |
| <b>Total Overall Fuel Hazard =</b> | <b>Extreme</b>                   | <b>12</b>                   |

| West Aspect                        | Fuel Load<br>(Low, moderate etc) | Fuel Load<br>(Average t/ha) |
|------------------------------------|----------------------------------|-----------------------------|
| Surface Fuel Hazard =              | Extreme                          | 20                          |
| Elevated Fuel Hazard =             | Extreme                          | 10                          |
| Bark Hazard =                      | Extreme                          | 7                           |
| <b>Total Overall Fuel Hazard =</b> | <b>Extreme</b>                   | <b>37</b>                   |



Step 4: Confirm if the Deemed to Satisfy (DtS) Criteria has been achieved for the NSP in all directions.

**For Buildings**

| Direction | Distance equal to or greater than 140m | Effective Slope less than 20 degrees | NSP DtS Criteria Achieved |
|-----------|----------------------------------------|--------------------------------------|---------------------------|
| North     | No                                     | Yes                                  | No                        |
| East      | No                                     | Yes                                  | No                        |
| South     | No                                     | Yes                                  | No                        |
| West      | No                                     | Yes                                  | No                        |

Step 5: If the Deemed to Satisfy Criteria has been achieved for all directions, Preliminary Site Assessment Officer signs front page of this report, creates Trax report and forwards to MCS for endorsement, proceed to Step 7. If deemed to satisfy Criteria has NOT been achieved for all directions, Preliminary Site Assessment Officer signs front page of this report and forwards to Authorised Bushfire Attack Assessment Officer. Proceed to step 5.

Step 6: Using the data collected above, the Authorised Bushfire Attack Assessment Officer determines the predominant inputs that will result in the most severe bushfire behaviour and impact on the NSP for each of the four directions. Use of the Bushfire Attack Assessor will be required for this step.

| Direction | BAA Vegetation Type | Separation Distance (mts) | Vegetation Height (mts) | Effective Slope ° | Site Slope ° | Surface Fuel Load (t/ha) | Overall Fuel Load (t/ha) | Calculated Heat Flux kW/m <sup>2</sup> | NSP Criteria Achieved |
|-----------|---------------------|---------------------------|-------------------------|-------------------|--------------|--------------------------|--------------------------|----------------------------------------|-----------------------|
| North     | Shrub & Heath       | 5.0                       | 3.0                     | Flat              | Flat         | 2                        | 12                       | 90.15                                  | NO                    |
| East      | Shrub & Heath       | 18                        | 3                       | Flat              | Flat         | 2                        | 12                       | 21.09                                  | NO                    |
| South     | Shrub & Heath       | 10.0                      | 6.0                     | Flat              | Flat         | 2                        | 12                       | 44.94                                  | NO                    |
| West      | Dry Forest          | 96.0                      | 30.0                    | 20 up slope       | Flat         | 20                       | 37                       | 5.6                                    | YES                   |

Step 7: Authorised Bushfire Attack Assessment Officer signs front page of this report, creates Trax Report and forwards all documentation to Operations Manager for Approval. Proceed to Step 9



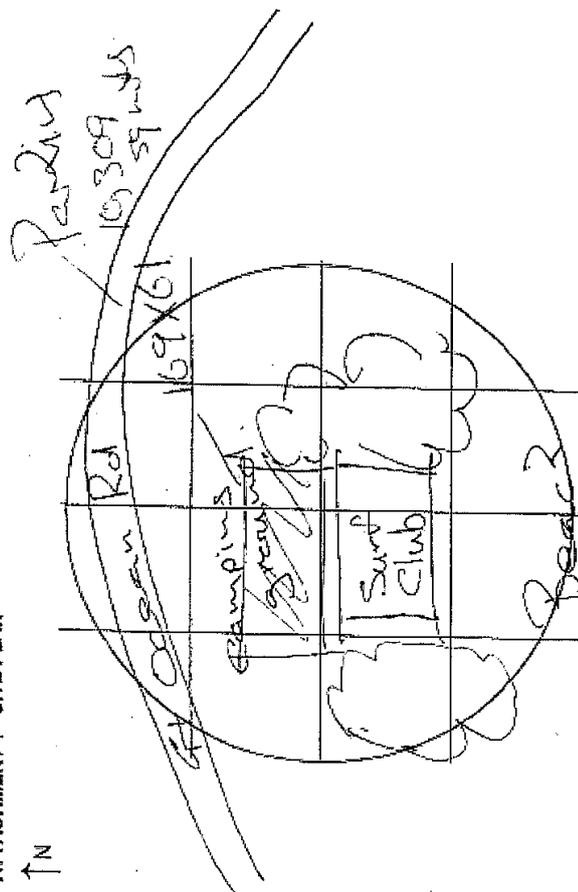
Step 7: Authorised Bushfire Attack Assessment Officer signs front page of this report, creates Trax Report and forwards all documentation to Operations Manager for Approval. Proceed to Step 9

Step 8: MCS reviews report and if satisfied, endorses front page of report, signs Assessment Criteria Checklist and forwards all documentation to Operations Manager for Endorsement.

Step 9: Operations Manager reviews reports and if satisfied, endorses recommendation and submits Trax Report and Assessment Criteria Checklist to Council.



ATTACHMENT 1 - SITE PLAN



From Capt Wye River. -  
local's encouraged to leave cars  
and walk to surf club.

Parking at Big 4 Caravan Park for  
cars and walk over

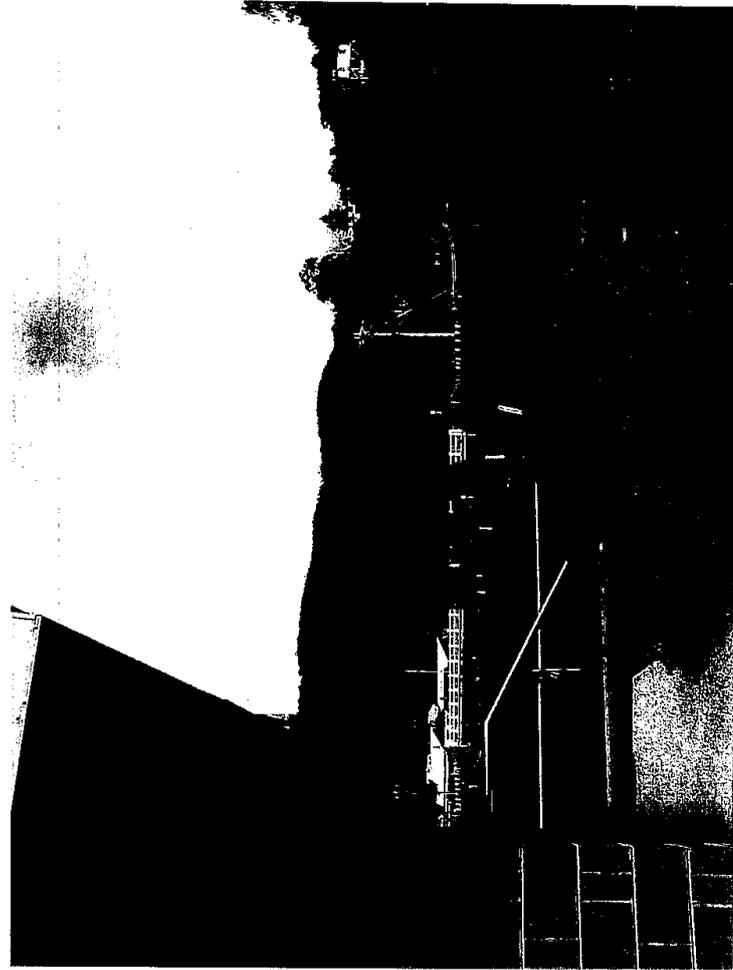


ATTACHMENT 2 – PHOTOS – North and East aspect vegetation





ATTACHMENT 3 – PHOTOS – South and west aspect vegetation





ATTACHMENT 4 – PHOTOS of NSP





## BUSHFIRE ATTACK ASSESSMENT REPORT

For Site Located at: Wye River Surf Club-Nth Aspect-221009

---

### 1. User's Input

Vegetation: Tall heath(scrub)  
Slope (degree): 0  
Distance(m): 5  
Flame Angle (degree): 27  
Elevation of Radiation Receiver (m): 2  
Site Slope (degree): 0

### 2. Program's Settings

Flame Width (m): 100  
Flame Temperature (K): 1200  
Flame Emissivity: .95  
Surface Available Fuel Load (t/ha): 2  
Overall Fuel Load (t/ha): 12  
Vegetation Height (m): 4  
Fire Danger Index: 120  
Wind Speed (km/h): 45  
Heat of Combustion (kJ/kg): 18600  
Rate of Fire Spread Calculated by: Heath and Shrub Model  
Flame Length Calculated by: Byram Equation  
Modelling Atmosphere Attenuation: Yes

### 3. Output

Rate of Fire Spread (km/h): 4.87  
Fire Intensity (kW/m): 30173  
Transmissivity: .906  
Flame Length (m): 8.91  
Radiant Heat Flux (kW/m<sup>2</sup>): 90.15  
Category of Attack: Flame Zone (Potential Flame Contact)  
Level of Construction Required: Outside of the Scope of AS 3959-1999

---

Date Assessed: Monday, 26 October 2009    Assessed By: Bob Smith-Phill Wall



## BUSHFIRE ATTACK ASSESSMENT REPORT

For Site Located at: Wye River Surf Club -East Aspect-281009

### 1. User's Input

Vegetation: Tall heath(scrub)  
Slope (degree): 0  
Distance(m): 18  
Flame Angle (degree): 76  
Elevation of Radiation Receiver (m): 2  
Site Slope (degree): 0

### 2. Program's Settings

Flame Width (m): 100  
Flame Temperature (K): 1200  
Flame Emissivity: .95  
Surface Available Fuel Load (t/ha): 2  
Overall Fuel Load (t/ha): 12  
Vegetation Height (m): 3  
Fire Danger Index: 120  
Wind Speed (km/h): 45  
Heat of Combustion (kJ/kg): 18600  
Rate of Fire Spread Calculated by: Heath and Shrub Model  
Flame Length Calculated by: Byram Equation  
Modelling Atmosphere Attenuation: Yes

### 3. Output

Rate of Fire Spread (km/h): 4.17  
Fire Intensity (kW/m): 25832  
Transmissivity: .848  
Flame Length (m): 8.3  
Radiant Heat Flux (kW/m<sup>2</sup>): 21.09  
Category of Attack: Extreme  
Level of Construction Required: Level 3

Date Assessed: Wednesday, 4 November 20 Assessed By: Bob Smith Phillip Wall



## BUSHFIRE ATTACK ASSESSMENT REPORT

For Site Located at: Wye River Surf Club-Sth Aspect-221009

### 1. User's Input

Vegetation: Tall heath(scrub)  
Slope (degree): 0  
Distance(m): 10  
Flame Angle (degree): 55  
Elevation of Radiation Receiver (m): 2  
Site Slope (degree): 0

### 2. Program's Settings

Flame Width (m): 100  
Flame Temperature (K): 1200  
Flame Emissivity: .95  
Surface Available Fuel Load (t/ha): 2  
Overall Fuel Load (t/ha): 12  
Vegetation Height (m): 6  
Fire Danger Index: 120  
Wind Speed (km/h): 45  
Heat of Combustion (kJ/kg): 18600  
Rate of Fire Spread Calculated by: Heath and Shrub Model  
Flame Length Calculated by: Byram Equation  
Modelling Atmosphere Attenuation: Yes

### 3. Output

Rate of Fire Spread (km/h): 6.06  
Fire Intensity (kW/m): 37559  
Transmissivity: .881  
Flame Length (m): 9.86  
Radiant Heat Flux (kW/m<sup>2</sup>): 44.94  
Category of Attack: Flame Zone  
Level of Construction Required: Outside of the Scope of AS 3959-1999

---

Date Assessed: Monday, 26 October 2009    Assessed By: Bob Smith-Phill Wall



## BUSHFIRE ATTACK ASSESSMENT REPORT

For Site Located at: Wye River Surf Club-West Aspect-221009

---

### 1. User's Input

Vegetation: Dry sclerophyll forest  
Slope (degree): 0  
Distance(m): 96  
Flame Angle (degree): 78  
Elevation of Radiation Receiver (m): 2  
Site Slope (degree): 0

### 2. Program's Settings

Flame Width (m): 100  
Flame Temperature (K): 1200  
Flame Emissivity: .95  
Surface Available Fuel Load (t/ha): 20  
Overall Fuel Load (t/ha): 37  
Vegetation Height (m): 30  
Fire Danger Index: 120  
Wind Speed (km/h): 45  
Heat of Combustion (kJ/kg): 18600  
Rate of Fire Spread Calculated by: Forest Mk 5  
Flame Length Calculated by: Modified McArthur Forest Mk 5  
Modelling Atmosphere Attenuation: Yes

### 3. Output

Rate of Fire Spread (km/h): 2.88  
Fire Intensity (kW/m): 55056  
Transmissivity: .738  
Flame Length (m): 23.16  
Radiant Heat Flux (kW/m<sup>2</sup>): 5.6  
Category of Attack: Low  
Level of Construction Required: No Requirement

---

Date Assessed: Monday, 26 October 2009    Assessed By:

## Peak Overnight Population in Selected Locations

Barwon Region December 2007 - January 2008

| Area                                 | Permanent Population 2008 | Population Holiday Homes | Population Caravan Parks or Camping Sites | Population Hotels, Motels, Units & B&Bs | Peak Overnight Population |
|--------------------------------------|---------------------------|--------------------------|-------------------------------------------|-----------------------------------------|---------------------------|
| <b>CITY OF GREATER GEELONG</b>       |                           |                          |                                           |                                         |                           |
| Barwon Heads                         | 3,369                     | 4,053                    | 2,310                                     | 275                                     | 10,007                    |
| Clifton Springs/Drysdale             | 11,160                    | 2,700                    | 0                                         | 9                                       | 13,869                    |
| Indented Heads                       | 582                       | 3,316                    | 1,270                                     | 0                                       | 5,169                     |
| Ocean Grove                          | 11,690                    | 8,529                    | 7,756                                     | 340                                     | 28,315                    |
| Portarlinton                         | 3,098                     | 8,529                    | 6,035                                     | 164                                     | 17,826                    |
| St Leonards                          | 1,732                     | 6,269                    | 1,155                                     | 20                                      | 9,177                     |
| Geelong Rural Towns                  | 5,225                     | 1,497                    | 495                                       | 51                                      | 7,268                     |
| Urban Geelong                        | 165,937                   | 29,863                   | 4,565                                     | 2,906                                   | 203,271                   |
| <b>SURF COAST SHIRE</b>              |                           |                          |                                           |                                         |                           |
| Aireys Inlet/Fairhaven/Moggs Creek   | 1,194                     | 5,063                    | 433                                       | 409                                     | 7,098                     |
| Anglesea                             | 2,278                     | 10,202                   | 4,262                                     | 689                                     | 17,431                    |
| Deans Marsh                          | 643                       | 1,192                    | 0                                         | 112                                     | 1,947                     |
| Jan Juc                              | 3,190                     | 3,118                    | 1,164                                     | 72                                      | 7,543                     |
| Lorne                                | 950                       | 6,585                    | 2,598                                     | 2,109                                   | 12,242                    |
| Torquay (incl. Bellbrae)             | 8,808                     | 8,961                    | 5,103                                     | 1,106                                   | 23,979                    |
| Winchelsea (incl. Winchelsea South)  | 2,409                     | 627                      | 0                                         | 41                                      | 3,076                     |
| Surf Coast Rural Towns               | 2,551                     | 536                      | 0                                         | 145                                     | 3,232                     |
| <b>BOROUGH OF QUEENSCLIFFE</b>       |                           |                          |                                           |                                         |                           |
| Point Lonsdale                       | 2,570                     | 6,463                    | 760                                       | 200                                     | 9,993                     |
| Queenscliff                          | 1,352                     | 2,386                    | 1,965                                     | 691                                     | 6,394                     |
| <b>GOLDEN PLAINS SHIRE</b>           |                           |                          |                                           |                                         |                           |
|                                      | 16,811                    | 2,981                    | 0                                         | 53                                      | 19,845                    |
| <b>COLAC OTWAY SHIRE</b>             |                           |                          |                                           |                                         |                           |
| Apollo Bay/Marengo/Skenes Creek      | 2,159                     | 7,095                    | 3,835                                     | 1,647                                   | 14,737                    |
| Barwon Downs (incl. Forrest)         | 331                       | 473                      | 0                                         | 37                                      | 841                       |
| Carlisle River                       | 343                       | 468                      | 0                                         | 0                                       | 810                       |
| Colac (incl. Colac West & Elliminyt) | 11,544                    | 2,655                    | 1,540                                     | 353                                     | 16,092                    |
| Lavers Hill                          | 195                       | 424                      | 0                                         | 37                                      | 656                       |
| Wye River                            | 150                       | 2,190                    | 1,669                                     | 64                                      | 4,073                     |
| Colac Rural Towns                    | 5,688                     | 2,111                    | 1,378                                     | 722                                     | 9,900                     |
| <b>TOTAL BARWON REGION</b>           | <b>265,852</b>            | <b>125,526</b>           | <b>48,293</b>                             | <b>12,252</b>                           | <b>451,923</b>            |

Source: City of Greater Geelong, Geelong Otway Tourism, Australian Bureau of Statistics, RACV Tourist Accommodation Guide and regional tourism operators.

**Assumptions**

Population: 2006 Census (place of usual residence) population has been projected to the current year using annual growth rates for 2001-2006.

Holiday Homes: Occupied on average by 6 persons. Annual estimates for increases in holiday homes are generated from building approval data for each area.

Caravans/Camping Sites: Occupied on average by 5 persons.

Hotels, Motels, Units and B&Bs: Occupied on average by 2 persons per bedroom (unless specific data on capacity is available).

An example of a peak weekend is New Years weekend.



## **Appendix B**

### **Action Plan(s) Implementation Briefing Paper 23 High Bushfire Risk Zones – Shelter in Place Review *Neighbourhood Safer Places and Other Bushfire Safety Options.***



47

**ACTION PLAN(S) IMPLEMENTATION BRIEFING PAPER**  
**23 HIGH BUSHFIRE RISK**  
**ZONES - SHELTER IN PLACE REVIEW**  
*Neighbourhood Safer Places and Other Bushfire Safety Options*

**SUMMARY OF PROJECT**

Project Taskforce 23 was commissioned to inspect and evaluate neighbourhood safer place sites in various locations throughout Victoria that failed to meet compliance with CFA and municipal criteria. Taskforce 23's brief was to understand the reasons for non-compliance and investigate potential options that may enable designation or provide appropriate alternative bushfire safety solution(s) for the communities involved. With the potential for additional funding to undertake modifications, neighbourhood safer places could be established within some of these locations.

The initiative was a "Whole of Government" review. For the purpose of this review, and to support the review with legislative powers, CFA lead the review for Government.

**PROJECT REPORT AND KEY DOCUMENTS**

A report titled '23 High Bushfire Risk Zone of the – Shelter in Place Review' was completed on the 4 September 2010 to achieve the Terms of Reference signed off by the CEO's from CFA and MAV. There were also 2 briefing submissions developed from the main report to provide briefings to the State Coordination and Management Council and Legislation Committee of Cabinet.

At the commencement of this review, there were 23 high bushfire risk townships (within the original 52) where neighbourhood safer places were unable to be designated. During the process, 2 (Lorne and Nelson) of the 23 high bushfire risk zones were resolved by their respective Councils, thereby reducing the number of zones to be considered to 21.

From the main report, 23 Action Plans were developed and are described later in this paper. To support implementation of each Action Plan, an implementation folder has been prepared containing all the key documents necessary to assist with implementation planning. Contained within the folder is:

- Individual site Action Plan's,
- Mapping showing fuel management required around the NSP-PLR and key access roads,
- Mapping showing key roads requiring tree assessment,
- Spread sheet detailing costing's for fuel management works, defective tree assessment, and off set for each site along with guiding comments,
- Spread sheet detailing costing's for building up grade works, fire protection extras, i.e. water tank for each site along with guiding comments.

**Note: Where there are small anomalies of costing breakdown between actual costs and costs listed within certain Action Plans, they are highlighted magenta.**



## **SUMMARY OF PROJECT RESULTS**

### Within the 21 high bushfire risk zones:

- 21 high bushfire risk zones had at least one safer precinct identified irrespective of a neighbourhood safer place being achieved.
- 21 high bushfire risk zones were initially assessed using the Victorian Fire Risk Register. Of which:
  - 17 high bushfire risk zones were recommended for physical assessment.
  - 4 high bushfire risk zones (Steiglitz, Blackwood, Breamlea and Marengo) were determined to have no ability to bring about the designation of a neighbourhood safer place, therefore no physical assessment was necessary

### Within the 17 high bushfire risk zones recommended for assessment:

- 29 potential neighbourhood safer place sites were physically assessed by the Taskforce. Of which:
  - 17 of these sites were deemed suitable for the designation of a neighbourhood safer places (under the provision; vegetation modification or enhancement to buildings or both would need to occur)
- 15 high bushfire risk zones were deemed suitable for the designation of a neighbourhood safer place (under the provision of vegetation modification or enhancement to buildings or both)
- 2 high bushfire risk zones were assessed to have no ability to bring about the designation of a neighbourhood safer place (Lavers Hill and Noojee). Including those 4 (Steiglitz, Blackwood, Breamlea and Marengo) identified as not suitable at the workshops, the total number is 6.

### Final outcome of the 21 high bushfire risk zones:

- 15 high bushfire risk zones with Action Plans identifying at least one neighbourhood safer place and safer precincts.
- 6 high bushfire risk zones with Action Plans for evacuation or safer precincts.

## **SUMMARY OF OUTCOMES**

### Action Plans

- For each site assessed an Action Plan was completed which contained the following information:
  - Site details and Shelter Options,
  - Demographic Information,
  - NSP-PLR Details,
  - Site Assessment Details and Recommendations,
  - Impediments / Constraints / Future Considerations,
  - 2 x NSP-PLR Location Map (different scales),
  - Township Map – Safer Precincts
- Action Plan assessment was based on CFA's radiant heat criteria and MAV criteria (Municipal NSP Plan).
- There were 6 HBRZ that due to the vegetation type and fuel load combined with topography prevented NSP-PLR being identified and therefore it was recommended fire refuges be considered as an alternative Shelter in Place option along with Evacuation.
- All Action Plans were referred to CFA and MAV under the conditions of the Terms of Reference.
- Each site inspected also had a safer precinct assigned to allow for safe relocation on Code Red Days or evacuation during bushfire events.

#### Assessment Process

- NSP-PLR criteria used for assessments and additional considerations were underpinned by AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines.
- The identification, certification and designation of NSP-PLR's were jointly owned by CFA and all local municipalities within the 23 HRBZ incorporating MAV
- All (Govt) agencies collaborated on the identification and resolution of Shelter in Place options or other contingency options (Evacuation) within the 23 HRBZ's on the basis that any issues of liability and any associated costs are dealt with after this process and not during it
- All agencies committed to negotiating an agreed resolution for Shelter in Place options and /or determine other contingency options (evacuation) for each community within the 23 HRBZ in the event that no NSP-PLR identified
- The Taskforce determined indicative costs in partnership with local municipalities,
- CFA, after consultation with local municipalities, produced a report, including agreed works program to enable the engineering of NSP-PLR.
- Shelter in Place option considered included:
  - NSP-PLR
  - Fire Refuge
  - Safer Precinct
  - Contingency Option (Evacuation),

#### Methodology Applied

To support both CFA and MAV criteria and to ensure the Taskforce assessment was underpinned by AS/NZS ISO 31000:2009 (Risk Management), a methodology was developed and applied which included:

- a. Fuel Management – Site and Roadside,
- b. Management of Radiant Heat for Cars on Roadside,
- c. Roadside Tree Assessment / Treatments,
- d. Enhancement to Buildings, Sites, and
- e. Cost Analysis.

#### **IMPEDIMENTS TO THE DESIGNATION OF NSP-PLR**

1. Many of the Municipalities expressed concerns around the concept of NSP-PLR due to financial and legal implications both in the short and long term. Whilst on the surface, there was support provided to the Taskforce in terms of their participation and providing costing's, there was concern that Council may not support designation or seek to find reasons not to designate NSP-PLR even though they meet both CFA and MAV criteria.
2. Whilst the Taskforce provided each Municipality with guidance around fuel management and building upgrades, (refer page 24 and 25 of main report) to assist with their costing's, the actual figures provided were considered over onerous and therefore were amended by the Taskforce to reflect the costing methodology. Municipalities may view this as government interference and therefore not agree with the costing's contained within each Action Plan.
3. There was concern expressed by all municipalities around Loss of Habitat. Whilst it was recognised that the overriding priority during inspections was compliance with NSP-PLR criteria, there is concern Municipalities may seek to use this as a reason to prevent fuel management.
4. Recurrent costs was a significant concern for all Municipalities and although this was built into each Action Plan (refer item 6 – maintenance), this matter should be

clarified by government and communicated to Municipalities to alleviate their concerns.

5. There are a number of consistent impediments which may require exemptions to both state and commonwealth legislation, they include:
  - a. Planning permits required for sites with heritage and vegetation modification requirements,
  - b. Amendment to Victorian Planning Provision to exempt works associated with the establishment of certain NSP-PLR,
  - c. Threatened species and wetlands have been identified in certain sites (i.e. Bemm River), requiring compliance with the Environment Protection and Biodiversity Conservation Act 1999.
  - d. Potential for land slip at certain sites if trees are removed,
6. Vegetation management along access routes to NSP-PLR was considered a significant impediment in designation by all municipalities. This was based on significant cost that maybe borne by municipalities in relation to the management of 'offsets' for vegetation removal and in many cases this will be seen as cost prohibitive unless covered by state Government,
7. Convergence at a NSP-PLR was identified as a significant issue as it could compromise its use based on the potential numbers seeking to attend under extremely stressful conditions.
8. The importance of community education was consistently raised and therefore requires careful consideration by both the Implementation Agency and Municipalities.

**RISKS:**

- o Municipalities appear to be risk adverse and therefore may not partner with or support the implementation agency in the designation of NSP-PLR.
- o Community expectation was heightened by the Taskforce in relation to Government's response to identifying NSP-PLR and therefore it is highly likely implementation will attract significant community and media attention, particularly leading up to and during the fire danger periods. This poses the potential risks of negative media coverage and lack of community support.
- o The final report was marked Cabinet-in-Confidence and presented to CEO's of CFA and MAV. Summary of the report was presented to SCAMC and LCC and endorsed. To date none of the Municipalities have seen the final report or relevant Action Plans. This has generated some concern by Municipalities and risks state Government and the Taskforce agencies been seen as non inclusive.
- o Due to the tight time lines imposed on the Taskforce, a more detailed search and assessment of potential overlays should be undertaken to ensure the identification of any additional environmental considerations, i.e. Native Titles.

**OTHER RELEVANT MATTERS:**

1. Consideration should be given to using the IFMP framework for the implementation of each Action Plan to assist the designation process and achieving key stakeholder support and endorsement.
2. During implementation phase, other options should be considered by Municipalities to determine more cost effective alternatives are achievable to meet CFA and MAV criteria, i.e. establishing new access points to an NSP-PLR which has less vegetation management and tree removal by establishing a entry point.

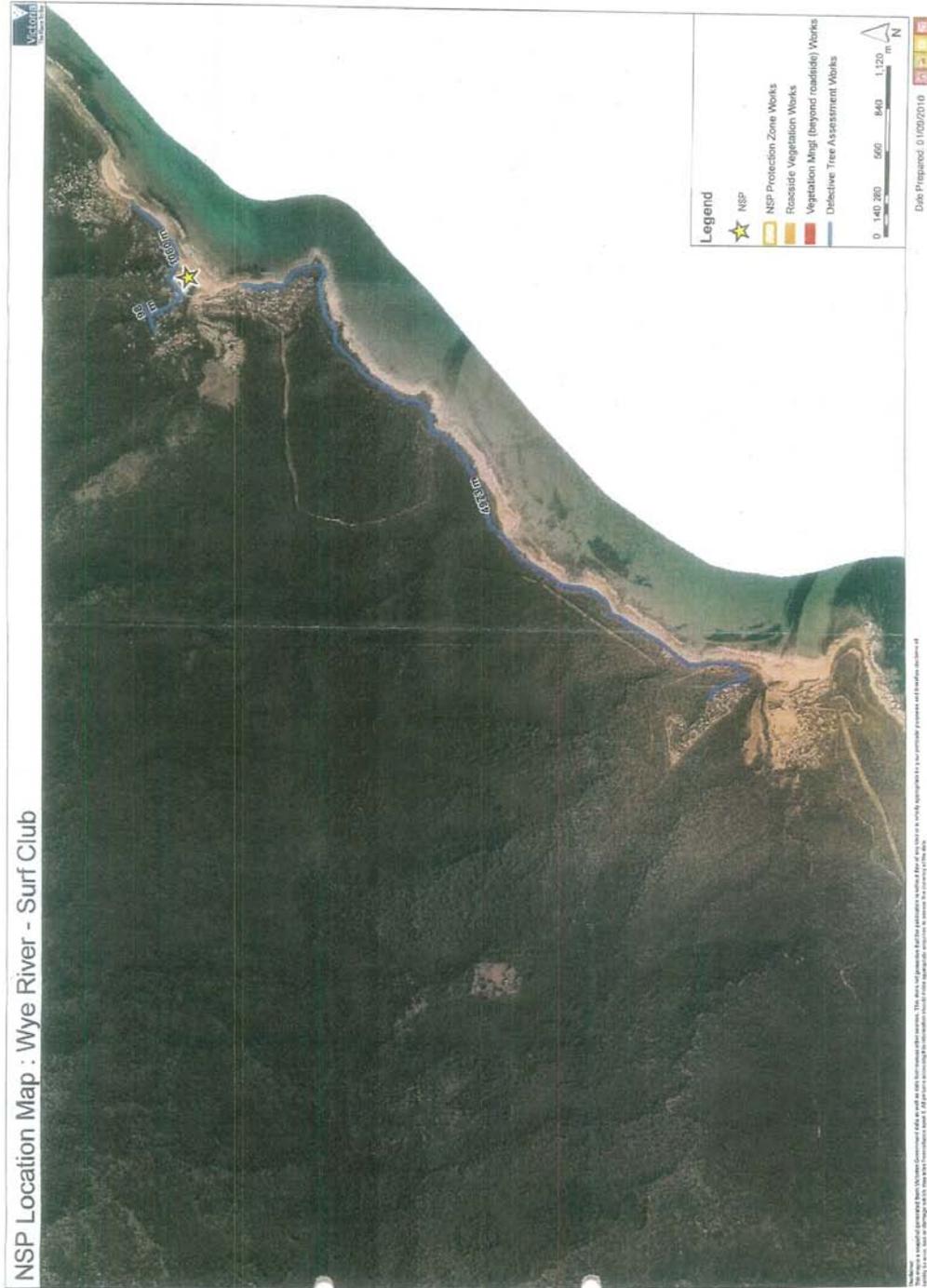


**Paul Stacchino Taskforce Leader Date: 30/9/10**

| Action Plan                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | NSP-PLR                                                                                                                                            | CRS                   | REBUSE                     | EVACUATION | SAFER PRECINCTS |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------|------------|-----------------|
| <b>High Bushfire Risk Township</b>                       | Wye River<br>Colac Otway                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                    |                       |                            |            |                 |
| <b>Shelter Options</b>                                   | Apollo Bay / Colac / Geelong Township                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                    |                       |                            |            |                 |
| <b>Location of suggested Safer Precincts</b>             | Location of suggested safer precincts associated with the stability of surrounding sand dunes and the influx of tourists during the holiday season. The Taskforce had neither the time or the geotechnical engineering expertise to address these issues in sufficient detail to enable a resolution. The proposed NSP-PLR can be achieved if the required works are progressively undertaken and impediments overcome. However, a preliminary strategy is available to manage the population increase concern. Consideration should be given to the establishment of a purpose built fire refuge consistent with the revised OESC guidelines (proposed). VicPol have advised that evacuation is not an option for this site. |                                                                                                                                                    |                       |                            |            |                 |
| <b>Demographic Information</b>                           | Number of Dwellings: 76<br>Residents at same address 5 years ago: 40.6%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                    |                       |                            |            |                 |
| <b>NSP-PLR Site Details</b>                              | Name: Wye River Surf Life Saving Club<br>Address: Great Ocean Rd, Wye River<br>Clubrooms Building<br>Date of Inspection: 25 August 2010<br>NSP - PLR Establishment Recommended: YES<br>Cost of all rectification works (refer below): \$155,115.00<br>Total cost of establishing NSP-PLR (ex. ongoing): \$447,000.00<br>Indicative timeframe to complete all works: \$662,115.00<br>3 - 8 Months                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                    |                       |                            |            |                 |
| <b>Site Assessment Details and Recommendations</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                    |                       |                            |            |                 |
| <b>Item</b>                                              | <b>Assessment Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Required Works</b>                                                                                                                              | <b>Estimated Cost</b> | <b>Estimated Timeframe</b> |            |                 |
| <b>Bushfire Impact assessment</b>                        | Failed criteria in the north east, east, south and south west                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Vegetation modification within NSP-PLR Protection Zone as shown on attached NSP-PLR Location Map required to reduce radiant heat from caravan park | \$5,500.00            | 2 months                   |            |                 |
| <b>Building Issues</b>                                   | Building assessed as not being compliant with AS3959 - BAL12.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Upgrade building to comply with BAL12.5 construction requirements                                                                                  | \$15,000.00           | 3 months                   |            |                 |
| <b>Access and Egress</b>                                 | Dangerous trees along access roads will potentially block roads                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Additional works required to improve safety of occupants including firefighting equipment and separation of car parking from NSP-PLR               | \$32,812.50           | 3 months                   |            |                 |
| <b>Scalloped Items</b>                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Ineffective Tree Assessment as shown on NSP-PLR Township Map required to enhance safety along access roads                                         | \$10,312.50           | 2 months                   |            |                 |
| <b>Compliance Costs</b>                                  | Rectification works identified above require compliance with planning and building legislation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | NSP-PLR Signage required                                                                                                                           | \$78,000.00           | 2 months                   |            |                 |
| <b>Performance</b>                                       | Ongoing maintenance of building and vegetation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Project management resources required to oversee works                                                                                             | \$2,000.00            | 2 weeks                    |            |                 |
| <b>Issue</b>                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Planning and building permits and native vegetation offsets required                                                                               | \$11,460.00           | 1 months                   |            |                 |
| <b>Impediments / Constraints / Future Considerations</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Site must be maintained to minimum fuel levels. Building to be maintained to AS3959 BAL12.5 standard                                               | \$447,000.00          | Annually                   |            |                 |
| <b>Recommendation</b>                                    | Amendment to VPP's to exempt works associated with the establishment of an approved Neighbourhood Safer Place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                    |                       |                            |            |                 |
| <b>Issue</b>                                             | Required works are reflected in fire management plan and budgeted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                    |                       |                            |            |                 |
| <b>Recommendation</b>                                    | 2 peak tourist season population swells to over 4000. SLSC building does not adequately cater for this increase. Comment along the coast must take into consideration climate change impacts in form of sea level rise.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                    |                       |                            |            |                 |

Refer to site file number 8 for detailed assessment notes and settings.







## Appendix C

### Neighbourhood Safer Place Costing Estimate – Wye River Surf Life Saving Club





---

**To:** Country Fire Authority  
**From:** Colac Otway Shire  
**Date:** 26 August 2010  
**Subject:** **Neighbourhood Safer Place Costing Estimate – Wye River Surf Lifesaving Club**  
**Our Ref:** GEN 00179 / Neighbourhood Safer Places

The purpose of this document is to provide an estimate of costs for establishing a Neighbourhood Safer Place (NSP) in accordance with the terms of reference of a 'Whole of Government' project taskforce led by the CFA. The cost estimates outlined below have been developed for the actions required to establish a NSP at the Wye River Surf Lifesaving Club as agreed to during site visits carried out by a multi agency team on 25 August 2010.

Council has provided the cost estimates within twenty four hours of the site visit in accordance with the requirements of the project taskforce. The cost estimates are considered by Council to be a reasonably accurate assessment of the resource requirements required to undertake the key actions necessary to establish a NSP.

It is important to note that Council has developed the cost estimates in good faith but Council cannot be held accountable for sourcing extra funds if extra costs are encountered if and when a NSP were to be established. The cost estimates are GST Exclusive. Notes are provided below for how some of the estimates were calculated and any major issues associated with the site.

**Cost Estimate Notes:**

NSP Fuel Reduction Works are based on the following figures:

- Ground fuel mulching works = \$25,000 / Ha or \$12,500 / km
- Burning = \$1,000/Ha

*Note: These rates are based on figures provided by DSE/Parks Victoria.*

Access and egress fuel modification estimates have been done for 16.9km of road within the precinct of Wye, Separation Creek and Kennett River because the majority of people who would use the NSP live in these areas. Access / Egress Roadside Vegetation Management Calculations are based on the following figures:

- High fuel loads = \$24,000/km to manage
- Medium fuel loads = \$12,000/km to manage
- Low fuel loads = \$6,000/km to manage

*Note: These rates are based on figures produced through an arborists assessment of access / egress fuel management in Carlisle River.*



To: CFA re: NSP costings

Page 2

Offset costs are difficult to estimate because they require offset plans to be developed first in order to provide accurate estimates. However an estimate is provided based on:

- Low value EVC's = \$25,000/ha (or \$12,500/km)
- Medium value EVC's = \$35,000 (or \$17,500/km)
- High value EVC's = \$50,000/ha (or \$25,000/km).

*Note: These rates are based on figures provided by DSE/Parks Victoria.*

Planning costs are difficult to estimate because different processes may be triggered depending on the actual means used to undertake works. For example if fuel modification results in high level soil disturbance within 200m of a waterway then a Cultural Heritage Management Plan will be required.

### **Major Issues**

The requirement for a built NSP is to be open and accessible 24 hours per day and seven days per week during the fire danger period to all people.

There will be ongoing maintenance and insurance costs for any new building that are not known at this stage.

What are the legal liabilities/issues for providing a NSP that the taskforce is aware will not be able to accommodate the numbers people who may be seeking shelter in this town.

Coastal Issues – Development along the coast must take into consideration climate change impacts in the form of sea level rise. Also, the coastal systems are extremely fragile and any disruption to the vegetation can have serious impacts on the stability of the dunes and lead to exacerbating coastal erosion issues.

Erosion Issues – The presence of vegetation, particularly large trees with extensive root systems provides stability in landslip prone areas. The removal of large trees in a site such as the township of Wye River, which is highly prone to landslips, could result in a catastrophic event in the form of a landslip.

Local Character Issues – The existing and preferred character of this township is characterized by the presence of native vegetation. The removal of large amounts of native vegetation can lead to significant alterations on the neighbour character of an area.

Ecolink Issues – Roadside vegetation often provides the only linkages between patches of vegetation to act as corridors for native animals and genetic linkages for vegetation. The removal of large areas of native vegetation along roadsides will have serious impacts on the biodiversity of areas. Fragmentation of remnants reduces their conservation value and increases the complexity of management required.

Ember protection – large trees have been shown in previous wildfires to act as a buffer from ember act. Often the roadsides have the only remaining large trees to act in this manner.



*To: CFA re: NSP costings*

*Page 3*

Heritage Values – If it is found that there are significant Aboriginal cultural heritage values in the area this may prevent certain activities being undertaken and/or require extra costs to manage the values effectively.

Flora and Fauna – It may be found that there are threatened flora and fauna species in the area that are protected under state and federal legislation that may prevent certain activities and/or require extra costs to manage effectively.

**Taskforce 23 – August 2010**  
**Site Name: Wye River SLSC / Retrofit of Existing Building**

**Site Location: Great Ocean Road, Wye River**

| TASK                                                                                              | COST ESTIMATE  | COMMENTS                                                                                                                             |
|---------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>BUILDING REQUIREMENTS</b>                                                                      |                |                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Building Works/Modifications</li> </ul>                  | \$23,375.00    | Retrofit of existing building Cost assumes 30% concept estimate and 10% contingency. Cost calculated and provided by Infrastructure. |
| <ul style="list-style-type: none"> <li>• Planning</li> </ul>                                      | \$26,000       | Geotechnical Assessment (\$6,000) -, Coastal Hazard Vulnerability Assessment (\$20,000)                                              |
| <ul style="list-style-type: none"> <li>• Maintenance Costs / Building</li> </ul>                  |                | <b>Not a Council owned facility</b>                                                                                                  |
| <ul style="list-style-type: none"> <li>• Other</li> </ul>                                         |                | Note: additional building costs to manage erosion issues could exceed \$100,000                                                      |
| <b>NSP FUEL MANAGEMENT – 0.4 Ha of vegetation requires management</b>                             |                |                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Arborist Assessment</li> </ul>                           | \$500          |                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Flora and Fauna Assessment (incl Offset Plan)</li> </ul> | \$1,000        |                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Offsets</li> </ul>                                       | \$25,000       | High Value EVC = \$50,000 / Ha X 0.4 Ha PLUS \$5,000 for offset site flora and fauna assessment report.                              |
| <ul style="list-style-type: none"> <li>• Offset Management</li> </ul>                             | \$2,000 / year | 1/10 <sup>th</sup> of offset cost.                                                                                                   |



To: CFA re: NSP costings

|                                                          |                 |                                                                                                                   |
|----------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------|
| • Planning                                               | \$26,000        | EMO (Geotechnical Assessment = \$6,000). Cultural Heritage Management Plan may be required = \$20,000.            |
| • Works                                                  | \$10,000        | Mulching programme, no large trees need to be removed therefore cost = \$25,000 / Ha.                             |
| • Maintenance                                            | \$2,000 / year  |                                                                                                                   |
| <b>ACCESS / EGRESS – 16.9km of roads need management</b> |                 |                                                                                                                   |
| • Arborist Assessment                                    | \$7,500         |                                                                                                                   |
| • Flora and Fauna Assessment (incl Offset Plan)          | \$21,900        | \$1000 /km for assessment and \$5,000 for the offset plan                                                         |
| • Offsets                                                | \$295,750       | 16.9km of Medium Value EVC = \$295,750 PLUS \$5,000 for offset site flora and fauna assessment report.            |
| • Offset Management                                      | \$29,575 / year | 1/10 <sup>th</sup> of offset cost.                                                                                |
| • Planning                                               | \$26,000        | Geotechnical Assessment (\$6,000). Cultural Heritage Management Plan may be required = \$20,000.                  |
| • Works                                                  | \$245,300       | 4.25km of Low Fuel Load = \$25,500<br>7 km of Medium Fuel Load = \$84,000<br>5.68km of High Fuel Load = \$136,300 |
| • Maintenance                                            | \$84,500 / year | \$5,000 / km / year                                                                                               |
| <b>CAR PARKING</b>                                       |                 |                                                                                                                   |
| • Planning                                               | \$2,000         |                                                                                                                   |
| • Works                                                  | \$60,000        |                                                                                                                   |



To: CFA re: NSP costings

|                                        |                         |                                                  |
|----------------------------------------|-------------------------|--------------------------------------------------|
| • Maintenance                          | \$2,000 / year          |                                                  |
| <b>SIGNAGE</b>                         |                         |                                                  |
| • Purchase and Installation            | \$2,000                 |                                                  |
| <b>PROJECT MANAGEMENT</b>              |                         |                                                  |
| • Reporting / Coordination             | \$20,000                | Approximately 0.2 FTE for a Band 7 position.     |
| • Travel / Vehicle                     | \$10,000                |                                                  |
| <b>TOTAL COST (GST Exclusive)</b>      | <b>\$802,325.00</b>     | <b>Building costs as per Infrastructure Unit</b> |
| <b>GST Inclusive</b>                   |                         |                                                  |
| <b>TOTAL ONGOING MAINTENANCE COSTS</b> | <b>\$120,075 / year</b> |                                                  |
| <b>GST Inclusive</b>                   |                         |                                                  |

## Appendix D

### Wye River – NSPP Criteria Desktop Assessment Check List



| Wye River Surf Life Saving Club – Great Ocean Road Wye River |                                                                            | Council comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Satisfied? Yes/No |
|--------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| No.                                                          | Council NSPP Criteria                                                      | Issues to consider                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |
| 1                                                            | Consents and rights of access<br>See section 2.1(a)                        | If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.<br><br>If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to:<br><ul style="list-style-type: none"> <li>access the site and surrounding areas for maintenance; and</li> <li>erect appropriate signage at the NSP.</li> </ul> | N/A               |
| 1.2                                                          |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | No                |
| 2                                                            | Access and egress<br>See section 2.1(b)                                    | Do access routes to the potential NSP allow for:<br><ul style="list-style-type: none"> <li>the anticipated potential number of people to move to and from the place; and</li> <li>the CFA and other emergency services to attend the place for asset and personnel protection activities?</li> </ul> Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.                                                                                           | Not known         |
| 2.1                                                          |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |
| 3                                                            | Maintenance of NSP in accordance with CFA assessment<br>See section 2.1(c) | Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment?<br><i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>                                                                                                                                                                                                                                                                                                                                          | Not known         |
| 4                                                            | Opening of the NSP<br>See section 2.1(d)                                   | Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.<br>Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.<br>What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?                                                                                                                                               | No                |
| 4.1                                                          |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Not known         |
| 4.2                                                          |                                                                            | Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No                |

| Wye River Surf Life Saving Club – Great Ocean Road Wye River                                                                                                                                                                                                                                                                                                                                                       |                                                                        | Wye River Surf Life Saving Club – Great Ocean Road Wye River                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                                                                                                                                                                                                                                                                                                                                                                                                                | Council NSPP Criteria                                                  | Issues to consider                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Council comments                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                        | Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?<br><i>Council should seek CFA advice concerning the defensibility of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>                                                       | The potential NSP site is not surrounded by sufficient open space to enable CFA to conduct asset protection and fire suppression operations.<br>The camaground immediately adjacent to the Surf Life Saving Club building further adds to the potential fuel load that will impact on the potential NSP.                                                                                                                                           |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                  | Defendable space and fire suppression activities<br>See section 2.1(e) | Will approval be required under legislation such as the Environment Protection and Biodiversity Conservation Act 1999 (Cwth), Flora and Fauna Guarantee Act 1988 (Vic) and the Planning and Environment Act 1987 (Vic)? Can such approval be obtained before the NSP is established?                                                                                                                                                                                                                         | Approval will be required under legislation such as the Environment Protection and Biodiversity Conservation Act 1999 (Cwth), Flora and Fauna Guarantee Act: 1988 (Vic) and the Planning and Environment Act: 1987 (Vic). It is envisaged that these approvals will be able to be obtained with the provision of significant resources/funding from the Fire Services Commissioner/Department of Justice.                                          |
| 5.1                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                        | If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?                                                                                                                                                                                                                                                                          | The potential NSP is likely to be subject to ember attack, this risk can be treated by building modification works through the provision of resources/funding from the Fire Services Commissioner/Department of Justice. However the committee is concerned by the potential radiant heat output from the camping ground immediately adjacent to the Surf Life Saving Club building, this was not considered by CFA in its assessment of the site. |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                  | Defendability of buildings<br>See section 2.1(f)                       | Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?                                                                                                                                                                                                                                                                                                                                                                                                                   | There is sufficient space to erect general NSP signage.                                                                                                                                                                                                                                                                                                                                                                                            |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                  | Signage<br>See section 2.1(g)                                          | If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?                                                                                                                                                                                                                                                                                                                                                                      | Not known but it is assumed that this would be possible                                                                                                                                                                                                                                                                                                                                                                                            |
| 7.1                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                        | Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?<br>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.                                                                                                                                                  | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                  | Maintenance and maintainability<br>See section 2.1(h)                  | Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?                                                                                                                                                                                                                                                                                                                                                | Significant costs would be incurred by Council in maintaining the site to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria. With the provision of significant resources/funding for ongoing maintenance from the Fire Services/Department of Justice it is felt by the committee that ongoing maintenance to ensure continuing compliance of the site could be achieved.                               |
| 9                                                                                                                                                                                                                                                                                                                                                                                                                  | Disabled access<br>See section 2.1(i)                                  | Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?<br><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i> | The building has disabled access.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                 | Alternative uses of potential NSP<br>See section 2.1(j)                | Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?                                                                                                                                                                                                                                                                                                                                       | Council is not confident that it can manage the alternative uses which may be made of the potential NSP to ensure these uses will not compromise the function of the place as a potential NSP.                                                                                                                                                                                                                                                     |
| 11                                                                                                                                                                                                                                                                                                                                                                                                                 | Community Communication<br>See section 2.1(k)                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | With the provision of resources/funding from the Fire Services Commissioner/Department of Justice it is felt by the committee that it will be possible to ensure excellent community engagement in the potential NSP establishment process as well as community awareness of the location, and the risks associated with using the potential NSP.                                                                                                  |
| <p>The above desktop assessment of the Wye River Surf Life Saving Club was undertaken by the Colac Otway Shire Municipal Fire Management Planning Committee on Monday 11 April 2011. The committee carefully considered the site against the criteria in the Municipal Neighbourhood Safer Places Plan (MNSPP). The Wye River Surf Life Saving Club was found to generally not comply with the MNSPP criteria.</p> |                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

**CONSENT CALENDAR**

**OFFICERS' REPORT**

D = Discussion  
W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                        | D | W |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <b><u>GENERAL BUSINESS</u></b>                                                                                                                                                                                                                                                              |   |   |
| <b><u>OM112505-12 ASSEMBLY OF COUNCILLORS</u></b>                                                                                                                                                                                                                                           |   |   |
| Department: General Business                                                                                                                                                                                                                                                                |   |   |
| <b><u>Recommendation(s)</u></b>                                                                                                                                                                                                                                                             |   |   |
| <i>That Council notes the Assembly of Councillors reports for:</i>                                                                                                                                                                                                                          |   |   |
| <ul style="list-style-type: none"> <li>• <i>Friends of Colac Botanic Gardens - 14 April 2011</i></li> <li>• <i>Councillor Budget Workshop - 20 April 2011</i></li> <li>• <i>Councillor Briefing Session - 27 April 2011</i></li> <li>• <i>Councillor Workshop - 11 May 2011.</i></li> </ul> |   |   |

**Recommendation**

*That recommendations to items listed in the Consent Calendar, with the exception of items ....., be adopted.*

**MOVED** .....

**SECONDED** .....



**OM112505-12 ASSEMBLY OF COUNCILLORS**

|             |               |           |           |
|-------------|---------------|-----------|-----------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive     | FILE REF: | GEN00460  |

Changes to the *Local Government Act 1989* and Regulations have redefined Assemblies of Councillors to include advisory committee meetings attended by at least one Councillor and planned/scheduled meetings involving at least half the Councillors and an officer.

It is now a requirement that the record of an assembly is to be reported to the next practicable Council meeting and be included in the minutes of that meeting, instead of being made available for public inspection.

The following Assemblies of Councillors have been held:

- Friends of Colac Botanic Gardens - 14 April 2011
- Councillor Budget Workshop - 20 April 2011
- Councillor Briefing Session - 27 April 2011
- Councillor Workshop - 11 May 2011

**Attachments**

1. Friends of Colac Botanic Gardens - 14 April 2011
2. Councillor Workshop - 20 April 2011
3. Councillor Briefing Session - 27 April 2011
4. Councillor Workshop - 11 May 2011

**Recommendation(s)**

***That Council notes the Assembly of Councillors reports for:***

- ***Friends of Colac Botanic Gardens*** - ***14 April 2011***
- ***Councillor Budget Workshop*** - ***20 April 2011***
- ***Councillor Briefing Session*** - ***27 April 2011***
- ***Councillor Workshop*** - ***11 May 2011.***





### 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: 14, 4, 2011  
Time: 7:35 am/pm

Assembly Location: Colac Botanic Cafe  
(some e.g's. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices - Nelson Street, Apollo Bay)

#### In Attendance:

Councillors: Nil  
Officer/s: L. Towers  
Apology - N. Allen

Matter/s Discussed: Meeting of the Friends of Colac Botanic Gardens  
(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.)

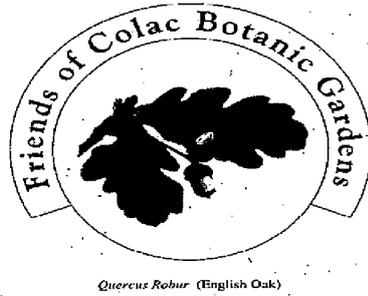
#### Conflict of Interest Disclosures: (refer page 5)

Councillors: Nil  
Officer/s:

Left meeting at: 8:50pm  
Completed by: Neil Allen

C:\Documents and Settings\brooker\Local Settings\Temporary Internet Files\Content.Outlook\RVSP339V\Assembly of Councillors Record revised.doc





**MINUTES OF MEETING HELD AT COLAC BOTANIC CAFÉ THURSDAY APRIL 14, 2011**

Meeting opened at 7.35 with President Roslyn Scanlan in Chair. Members entered the meeting room via the new external door.

**Present:** President: Roslyn Scanlan (RS)  
 Secretary: H Paatsch (HP)  
 Treasurer: Chris Bell (CB)

Anne Mercer (AM) Denise Green (DG) Jan McMahon (JMCM), Lyn Simpson, (LS)  
 France Doak (FD)

In Attendance: Laurence Towers  
 Apologies: Mary Eaton, Neil Allen

**MINUTES OF PREVIOUS MEETING:**

Moved FD 2<sup>nd</sup> AM with alteration – DG (not DM) had been to Tasmania

**BUSINESS ARISING**

Friends stamp has been purchased (\$55.)

**CORRESPONDENCE**

In:

- George Jones (Geelong Friend) - copy of Guilfoyle plan of Colac Gardens
- Association of Friends of Botanic Gardens: M'ship due
- Colac Herald: Account \$71.97
- Brenda Carew: concerned that there is no public recognition of Guilfoyle

- Ian Seuren (COS) thanking for input to recreation plan
- BUSINESS ARISING***

- Write B. Carew, thank her for her interest and inform her that we will consider her suggestion.
- Write to George Jones with thanks.
- Make copies of Guilfoyle plan for AM and RS to use in presentation to groups.

***TREASURER'S REPORT :***

Credit Balance \$5,327.81  
 Plant stall raised approximately \$1,100  
 Accounts for payment: Colac Herald \$71.97  
 Shalimar : \$15.00 for potting mix  
 J.McMahon \$55. for Friends stamp  
 H Paatsch : \$20. For book "Environmental Weeds"  
 Assoc'n FBG m'ship: \$20.

***GARDENERS REPORT***

Laurence reported that all is going well. Busy replacing annuals at the moment. An enthusiastic visitor from Knox was full of praise for the bush tucker garden. Laurence had received a letter of thanks from the Historical Society for the guided tour he conducted for them. The Living Plants Collections group will meet in Geelong on May 19<sup>th</sup>. Annette Zeally (GBG) is the contact person

***POTTING REPORT***

Pouring with rain on the last potting day, some propagating done, but mainly organizing plants for the sale.

***GENERAL BUSINESS***

- 10 Year Plan : HP reported that Neil Allen had informed us that the tender has been withdrawn. We will await further information.
- External door has been installed. Secretary to write to thank Neil Allen . Friends noted that there was a function on tonight, and the new access allowed Friends to enter without interrupting the other function.

- Speaking engagements: RS and AM are scheduled to speak at Probus and U3A events. RS will speak about the role of the Friends, and AM about the history of the Gardens.
- Rose Pruning will take place in July. AM suggested that to help with the identification of the Alisair Clarke roses on the arbour, that during the flowering season we take blooms to the A. Clarke garden at Bulla for identification.
- HP had been approached by several people who had concerns that trees were being “plonked” inappropriately in the lawn areas of the gardens, thereby compromising the integrity of the Guilfoyle vision. Laurence explained that it is necessary to plant replacement trees. He has planted a number of woolami pines with the intention of ascertain the best position for this plan

**RAFFLE : Chris Bell**

**Meeting closed** 8.50pm

**NEXT MEETING: Thursday May 13<sup>th</sup>. Botanic Café, 7.30pm**





# Agenda

# Councillor Workshop

Wednesday 20 April 2011  
COPACC  
1.00 pm – 5.00pm

**ATTENDEES:**

Cr Crook (Mayor), Cr Buchanan, Cr Stephen Hart, Cr Stuart Hart,  
Cr Higgins, Cr Russell  
Rob Small (CEO)  
Colin Hayman (GM, Corporate & Community Services)  
Jack Green (GM, Sustainable Planning & Development)  
Neil Allen (GM, Infrastructure & Services)  
Brett Exelby (Manager Finance & Customer Services)

**Apologies:**

## Agenda Topics

|                  |                                    |  |
|------------------|------------------------------------|--|
| 1.00 pm          | Lunch                              |  |
| 1.15 pm          | Declaration of Interest            |  |
| 1.15pm – 2.45 pm | Colac Otway Shire 2011-2012 Budget |  |
| 3.00pm – 3.40 pm | Special Council Meeting            |  |

**Confidentiality Statement:**

The discussion on the 2010-2011 Colac Otway Shire Council Budget is deemed confidential under section 89(2) (a) (d) and (h) of the Local Government Act 1989 as the report refers to personnel matters, contractual matters: and any other matter which would prejudice the Council or any person.

Rob Small

Chief Executive Officer

## Council Meeting Running Order

Wednesday, 27 April 2011

|                                                                                                                                                                                                                                                                                                                         |                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <p style="text-align: center;"><b><u>Venue – COPACC Meeting Rooms, Colac</u></b></p> <p><b>Present:</b> Cr Brian Crook (Mayor), Cr Stephen Hart, Cr Frank Buchanan, Cr Stuart Hart, Cr Lyn Russell (1.10pm), Cr Geoff Higgins (2.02pm)</p> <p><b>Rob Small, Jack Green, Neil Allen, Colin Hayman, Rhonda Deigan</b></p> |                                    |
| <b>12.00 pm</b>                                                                                                                                                                                                                                                                                                         | <b>Lunch</b>                       |
| <b>12.30 pm</b>                                                                                                                                                                                                                                                                                                         | <b>Councillor Briefing Session</b> |
| <b>3.00 pm</b>                                                                                                                                                                                                                                                                                                          | <b>Council Meeting</b>             |
| <b>5.00 pm</b>                                                                                                                                                                                                                                                                                                          | <b>In Committee Meeting</b>        |



# Agenda

# Councillor Workshop

Wednesday, 11 May 2011  
COPACC Meeting Room  
9.10 am to 4.15 pm

**ATTENDEES:**

Cr Crook (Mayor), , Cr Stephen Hart, Cr Stuart Hart, Cr Russell, Cr Higgins (9.13am),  
Cr Smith (9.44am to 12.50pm)

Rob Small (CEO)  
Jack Green (GM, Sustainable Planning & Development)  
Neil Allen (GM, Infrastructure & Services)

**Part:**

Ian Seuren  
Doug McNeill & Don Lewis  
Stewart Anderson  
Ranjani Jha

**Apologies**

Cr Buchanan  
Colin Hayman (GM, Corporate & Community Services)

| Agenda Topics       |                                           |                        |
|---------------------|-------------------------------------------|------------------------|
| 9.10 am             | Declaration of Interest<br>Nil            |                        |
| 9.10 am – 9.57 am   | Australian Rural Roads Group Presentation | Neil Allen             |
| 9.57 am – 11.10 am  | Public Open Space Draft Report            | Ian Seuren             |
| 11.10 am – 12.10 pm | Vehicle Policy                            | Rob & Neil             |
| 12.10 pm – 12.50 pm | Progress Report - Bruce Street            | Neil Allen/Ranjani Jha |
| 12.50 pm – 1.30 pm  | Lunch                                     |                        |
| 1.30 pm – 1.45pm    | 6 Murray Street, Colac                    | Rob Small              |
| 1.45 pm – 2.15 pm   | Neighbourhood Safer Places                | Stewart Anderson       |
| 2.15 pm – 2.45 pm   | Events Fencing Policy                     | Vicki Jeffrey          |
| 2.45 pm – 3.45 pm   | Community Consultation                    | Rob Small              |
| 3.45pm – 4.00 pm    | Staff Complements                         | Rob Small              |
| 4.00 pm – 4.15pm    | Other Issues                              |                        |

**Confidentiality Statement:**

The discussion on the Vehicle Policy, Progress Report – Bruce Street, 6 Murray Street and Staff Complements is deemed confidential under section 89(2) (a) (d) and (h) of the Local Government Act 1989 as the report refers to personnel matters, contractual matters: and any other matter which would prejudice the Council or any person.

Rob Small  
Chief Executive Officer



## IN COMMITTEE

### **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 "In-Committee" in order to deal with:***

| <b>SUBJECT</b>                                                      | <b>REASON</b>                                                                                                                                     | <b>SECTION OF ACT</b>      |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Confidential Items for Consideration - Memo to Councillors          | this matter deals with personnel matters; AND this matter deals with contractual matters; AND this matter may prejudice the Council or any person | Section 89 (2) (a) (d) (h) |
| Local Government Audit                                              | this matter deals with personnel matters; AND this matter deals with contractual matters; AND this matter may prejudice the Council or any person | Section 89 (2) (a) (d) (h) |
| Contract Approval<br>Contract 1106 – Colac Youth Club Refurbishment | this matter deals with contractual matters                                                                                                        | Section 89 (2) (d)         |
| Contract Approval<br>Contract 1108 – Supply And Delivery Of Grader  | this matter deals with contractual matters                                                                                                        | Section 89 (2) (d)         |
| 6 Murray Street Colac                                               | this matter deals with contractual matters; AND this matter may prejudice the Council or any person                                               | Section 89 (2) (d) (h)     |